



# Canada Customs Invoice Preparation Guide

# A Step by Step Guide for Preparation of the Canada Customs Invoice

## CANADA CUSTOMS INVOICE INSTRUCTIONS

Shows foreign shippers declaration of goods destined to Canada. This document may be completed by the shipper or any party that has knowledge of the facts.

Please print or type:

- 1 Indicate the name and address of: (a) the person selling the goods to the purchaser; or (b) the person consigning the goods to Canada.
- 2 Indicate the date the goods began their continuous journey to Canada.
- 3 Use to record other useful information (e.g., the commercial invoice number, the purchaser's order number).
- 4 Indicate the name and address of the person (company) in Canada to whom the goods are shipped.
- 5 The person to whom the goods are sold by the vendor.
- 6 The country through which the goods were shipped in transit to Canada under customs control.
- 7 The country of origin of invoiced goods is the country where the goods were grown, produced, or manufactured. Each manufactured article on the invoice must have been significantly transformed in the country specified as the country of origin to its present form ready for export to Canada. Certain operations such as packaging, splitting, and sorting may not be considered as sufficient operations to confer origin.  
  
**Note: The origin of goods as applied to the assignment of tariff treatment is dealt with in Memorandum D11-4-2, Proof of Origin.**
- 8 Indicate the mode of transportation and the place from which the goods began their uninterrupted journey to Canada.
- 9 Describe the terms and the conditions agreed upon by the vendor and the purchaser.
- 10 Indicate the currency in which the vendor's demand for payment is made.
- 11 Indicate the number of packages.
- 12 The following information must be provided:
  - (a) Kind of Packages—indicate the kind of packages (e.g., cases, cartons).
  - (b) Marks and numbers—indicate the descriptive marks and numbers imprinted on the packaged goods. The marks and numbers must be legibly placed on the outside of all packaged goods, if possible. However, the following classes of shipments do not require marks and numbers:
    1. Shipments forwarded by parcel post;
    2. Goods shipped in bulk, that are not packaged, but merely wire-bound, tagged, or fastened together in lots. However, the number of pieces, bundles, bushels, etc., must be shown on the invoice; and
    3. Agricultural equipment and machinery, or machinery parts, when shipped loose. However, when in packages, the invoices must show the numbers and descriptions of same.
  - (c) General description and characteristics—give, in general terms, a description of the merchandise (e.g., textiles, auto parts) and show

a proper identifying description in commercial terms (i.e., style or code numbers, size and dimensions) as known in the country of production or exportation. The condition of the goods, if other than new, must be given on the invoice, and, if applicable, the following information shown:

1. Other than prime quality goods;
2. Remnants;
3. Job lots;
4. Close-outs;
5. Discontinued lines;
6. Obsolete goods; and
7. Used goods.

- 13 Indicate the quantity of each item included in the description field in the appropriate unit of measure.
- 14 Provide a value in the currency of settlement (as defined under Field 10) for each item described in the description field.
- 15 Indicate the price paid or payable in the currency of settlement (as defined under Field 10) for the number of items recorded in the quantity field when sold by the vendor to the purchaser. Where there is no price paid or payable for the items recorded in the description field, N/A should be indicated.
- 16 Show both the net and gross weights.
- 17 The total price paid or payable for goods described on the invoice or on the continuation sheet, if used.
- 18 Check the box if any fields 1-17 are included on an attached commercial invoice.
- 19 Indicate the name and address of the person or organization shipping the goods to the consignee/purchaser.
- 20 Where the invoice is completed on behalf of a company, the company's name and address must be indicated. The name of the person completing the invoice may also be indicated. Invoices completed on behalf of individuals must indicate the name and address of the person completing the invoice. This field may be left blank if this information is provided elsewhere on the invoice.
- 21 Give the number and date of any CCRA ruling applicable to the shipment.
- 22 Indicate the currency used when Field 23 or 24 is applicable.
- 23 Indicate any transportation charges, costs for construction and/or export packing charges included in Field 17.
- 24 Indicate any transportation charges, costs for construction and/or export packing charges not included in Field 17.
- 25 Check boxes if any royalty payments were paid or payable by the purchaser; and/or the purchaser supplied goods or services used in the production of these goods.



Canada Customs  
and Revenue Agency

Agence des douanes  
et du revenu du Canada

**CANADA CUSTOMS INVOICE**  
**FACTURE DES DOUANES CANADIENNES**

<p>1. Vendor (name and address) - Vendeur (nom et adresse)</p> <p><b>1</b> <span style="float: right;"><b>2</b></span></p> <p><b>ABC Company</b> <b>123 Washinton Street</b> <b>Chicago, IL USA 42345</b></p>		<p>2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada</p> <p><b>10-10-05</b></p> <p>3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)</p> <p><b>3</b> <span style="float: right;"><b>3</b></span> <b>TG104667</b></p>													
<p>4. Consignee (name and address) - Destinataire (nom et adresse)</p> <p><b>4</b> <span style="float: right;"><b>5</b></span></p> <p><b>DEF Company</b> <b>1234 Main Street</b> <b>Toronto, ON, Canada</b> <b>M5W 1A0</b></p>		<p>5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)</p> <p><b>SAME</b></p>													
<p>8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada</p> <p><b>8</b> <span style="float: right;"><b>9</b></span></p> <p><b>Royal Trucking/Port Huron, MI</b></p>		<p>6. Country of transhipment - Pays de transbordement</p> <p><b>6</b> <span style="float: right;"><b>7</b></span> <b>U.S.A.</b></p> <p>7. Country of origin of goods Pays d'origine des marchandises</p> <p><b>7</b> <span style="float: right;"><b>7</b></span> <b>U.S.A.</b></p> <p>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.)</p> <p><b>9</b> <span style="float: right;"><b>9</b></span> <b>Sale/Net 10 Days</b></p>													
<p>11. Number of packages Nombre de colis</p> <p><b>11</b> <span style="float: right;"><b>10</b></span></p> <p><b>2</b></p> <p><b>60</b></p>		<p>10. Currency of settlement - Devises du paiement</p> <p><b>10</b> <span style="float: right;"><b>10</b></span> <b>U.S. funds</b></p>													
<p>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)</p> <p><b>12</b> <span style="float: right;"><b>13</b></span></p> <p><b>Printed Postcards</b></p> <p><b>5-Foot Aluminum Ladders</b></p>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:10%;">13. Quantity (state unit) Quantité (précisez l'unité)</th> <th colspan="2" style="width:60%;">14. Unit price Prix unitaire</th> <th style="width:30%;">15. Total</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>10,000</b></td> <td style="text-align: center;"><b>42.00/m</b></td> <td></td> <td style="text-align: center;"><b>420.00</b></td> </tr> <tr> <td style="text-align: center;"><b>180</b></td> <td style="text-align: center;"><b>27.90/ea</b></td> <td></td> <td style="text-align: center;"><b>5022.00</b></td> </tr> </tbody> </table>		13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire		15. Total	<b>10,000</b>	<b>42.00/m</b>		<b>420.00</b>	<b>180</b>	<b>27.90/ea</b>		<b>5022.00</b>
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<p>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</p> <p><b>18</b> <span style="float: right;"><b>16</b></span> <input checked="" type="checkbox"/></p> <p>Commercial Invoice No. / N° de la facture commerciale <b>78906</b></p>		<p>16. Total weight - Poids total</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>Net</b></td> <td style="width:50%;"><b>Gross - Brut</b></td> </tr> <tr> <td style="text-align: center;"><b>640 lbs.</b></td> <td style="text-align: center;"><b>700 lbs.</b></td> </tr> </table> <p>17. Invoice total Total de la facture</p> <p><b>17</b> <span style="float: right;"><b>17</b></span> <b>8178.00</b></p>		<b>Net</b>	<b>Gross - Brut</b>	<b>640 lbs.</b>	<b>700 lbs.</b>								
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Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



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