

*\*The shipment must be ready for pickup no later than 5 p.m. local time. For consideration of a claim, the debtor on the shipment must file a service-failure form on the Con-way website within seven days after the scheduled date of delivery.*

*\*\*Points not served direct, temperature-controlled items, shipments marked for, or which require, liftgate service, hazardous material shipments, and shipments affected by acts of God are excluded from Con-way guaranteed service.*

## A GUIDE TO Shipping Between United States and Canada



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**T**his brochure is provided to help Con-way customers who need timely information on documentation for shipments between Canada and the United States. It provides instructions and describes related forms required by U.S. and Canada Customs.

Documentation is a critical part of international shipping. It is solely the responsibility of the shipper. Since a carrier is not permitted to correct errors that may occur on the customer's shipping papers, such errors can result in costly delays.

By helping you understand international documentation requirements, this booklet will help make your international border crossing a success.

## General Information

When shipping between the U.S. and Canada, each piece of freight should be numbered and clearly marked to show:

- Shipper's name
- Origin address (including country of origin)
- Consignee's name
- Full destination address
- Shipper's or consignee's order number
- Shipment gross weight

A NAFTA Certificate of Origin is required if goods are to qualify for reduced duty rates under NAFTA (North American Free Trade Agreement).



## Shipping to Canada

### SHIPPER'S BILL OF LADING

A properly completed shipper's Bill of Lading is necessary for the safe and timely movement of cargo into Canada. It should include:

- Complete consignment information
- Name and telephone number of the importer's broker

### COMMERCIAL/CUSTOMS INVOICE

If a shipment's value is less than \$1,000 (CN), a basic commercial invoice is satisfactory. A copy should be attached to the Bill of Lading. If a shipment's value is over \$1,000 (CN) the shipper must complete the Canada Customs Invoice. Three copies should be attached to the Bill of Lading, and copies sent by mail or fax to the consignee and/or the consignee's broker.

### U.S. SHIPPER'S EXPORT DECLARATION

The U.S. Shipper's Export Declaration (U.S. Form 7525V) is not required for shipments to Canada except under certain circumstances, such as:

- Goods in transit through, or being stored in, Canada for ultimate re-export to another country when the value exceeds \$2,500 U.S.
- Goods that require a U.S. Department of Commerce or U.S. State Department Export License
- Goods subject to U.S. International Arms Traffic Regulations or regulated by the U.S. Commerce Department Commodity Control List (CCL)

### PREPARING DOCUMENTS PROPERLY

Documents required for international traffic should be placed in an envelope that clearly identifies the contents and destination of the goods. The envelope should be attached to the Bill of Lading. *Do Not* attach this envelope to the freight itself.

### PARS

Prearrival Review System (PARS) is a Canada Customs initiative enabling Customs to process release information before a commercial shipment arrives in Canada. Con-way faxes relevant shipment information (i.e., commercial invoice) to brokers with a PARS barcode on the commercial invoice; brokers then electronically transmit information to Customs for processing. Once the shipment arrives at the border, the Customs inspector wands/reads the bar codes and can tell the Con-way driver sales representative immediately whether there is a problem, or the shipment requires inspection. This allows for document processing prior to arrival at the border, thus expediting the Customs clearance process.

### CUSTOMS SELF-ASSESSMENT (CSA)

The other program Con-way utilizes that expedites the Customs clearance process is the Customs Self-Assessment program. Con-way is an approved carrier in this program, and has the ability to move freight for any CSA approved importer through this expedited process.

## Shipping to the United States

### SHIPPER'S BILL OF LADING

A properly completed shipper's Bill of Lading is necessary for the safe and timely movement of cargo into the United States. It should include complete consignment information as well as the location where the goods are to be cleared by customs. The name, address, and telephone number of the consignee's broker should also be included.

### COMMERCIAL INVOICE

U.S. Customs requires a completed invoice, necessary for assessing duty. It must be accurate and include:

- Supplier's name and address
- Detailed description of the merchandise (including quantity, weights and measurements)
- The purchase price and terms of sale
- The Commercial Invoice must show the country of origin and be written in English
- Value of goods in U.S. or Canadian currency

### EXPORT DECLARATION

Generally, an export declaration (Can. form B-13A) is not required for shipments to the United States unless the value of the goods is over \$2,000 (CN) and the shipment's final destination is outside the U.S.

An export declaration is required for goods that are controlled, prohibited, or regulated by any Act of Parliament. The required permits, certificates, and/or licenses must be presented to Canada Customs prior to exportation along with the B-13A.

### JOIN CON-WAY IN THE FAST LANE

Con-way is FAST approved, enabling us to participate in special programs designed to expedite border clearances, including moving shipments through the FAST lanes north and southbound. In addition, Con-way is certified by the U.S. Customs and Border Protection (CBP) for its Automated Commercial Environment (ACE) electronic manifest program. ACE speeds the movement of freight from Canada into the U.S. by providing electronic cargo processing through a centralized, on-line system that links CBP to certified shippers and carriers. We encourage all customers who import goods into the U.S. to join the Customs-Trade Partnership Against Terrorism (C-TPAT) initiative, and those who import into Canada, to join the CBSA (Canada Border Services Agency), Partners in Protection (PIP) and Customs Self Assessment (CSA) programs in order to facilitate movement of shipments safely and quickly across the U.S.– Canada border.

## NAFTA Certificate of Origin

The terms of the North American Free Trade Agreement (NAFTA) include special consideration for goods shipping between the U.S. and Canada. To benefit from this agreement, exporters/manufacturers must determine whether their goods qualify under the Rules of Origin, which define those goods and materials that are entitled to NAFTA benefits.

The exporter must complete a NAFTA Certificate of Origin and send a copy to the importer. This is not a transportation document and is not required to accompany the shipment. However, to claim benefits under NAFTA at the time of entry, the importer must possess the NAFTA Certificate of Origin. It must be available if requested by customs. Customs officials in both Canada and the U.S. will accept either country's certificates. If the certificate is not available, NAFTA benefits will not be applied.

If you have any questions about NAFTA or the use of the Certificate of Origin, contact your local Con-way service center, your customer or their broker.

## Con-way Value-Added Advantages

- Automatic 52% discount on EVERY shipment to Canada from the continental U.S.
- Automatic 60% discount on EVERY shipment from Canada to points in the continental U.S.
- Excellent service for all traffic to Canada, whether clearing customs at the border or at an inland sufferance warehouse
- Coast-to-coast Canada coverage, serviced direct by Con-way personnel
- Coverage that includes all 48 contiguous states, plus Alaska, Hawaii, Puerto Rico, and Mexico
- Most direct delivery points, and industry-best transit times supported by over 460 service center locations
- Better than 98% on-time delivery in next-day lanes

### Simplified pricing system

- Mileage-based, easy-to-use 3-digit ZIP and Postal Code system for freight rates
- Incorporates interstate, intrastate, interprovincial and intraprovincial destinations
- Streamlined Rules Tariff
- Con-way ExpressRate available for your desk-top computer
- Electronic download available from Con-way's award-winning website

### Exclusive, guaranteed shipping options

No other carrier can match it. Only Con-way offers FREE\* guaranteed on-time delivery to/from Canada for shippers using the current Con-way CNWY-599 Tariff.

- Shippers not on the current CNWY-599 Tariff pay only a 20% premium on their already discounted rate
- Covers all points served direct in the U.S. and Canada
- With either option, **it's on time or it's on us!**®\*\*

