

SHIPPING

Preparing your customs documents for shipping into Canada

Exporting to Canada is made easy
with this handy checklist of required
Customs documents.



Léveillé et Fils

Division de la Société internationale Livingston
Division of Livingston International Inc.

Shipping

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Customs documents are the set of paperwork required by the Canada Border Services Agency (CBSA) to accurately and completely identify goods that are being imported. The description, values and quantities you're shipping will be recorded and reported to Customs.

Documents for clearance

If you're shipping goods into Canada, the checklist below will help you gather all the right documents that must accompany each shipment.

Clearance Documentation*	Issued by	Check
PARS cover sheet (truck)	Exporter/Carrier	
Customs invoice or commercial invoice	Exporter	
e-Manifest or Cargo Control Document	Carrier	
Bill of Lading	Exporter	
Other Governments Departments' (OGD) documentations, if applicable Other Governments Departments' (OGD) documentations, if applicable	Exporter/Importer of Record	
Certificate of Origin (if goods qualify)	Exporter/Producer	

*Other documents may be required depending on the nature of the goods imported.

Information you'll need to complete the documents Clearance Documentation	Check
Importer of Record (company paying the duties, taxes and brokerage fees) clearly stated on the paperwork, along with Léveillé et Fils stated as the broker with client number	
Vendor , (shipper/exporter if different than vendor) consignee	
Date of direct shipment	
Detailed description of goods: product/part number and detailed description (what the product is made of, product use, country of origin, number of packages/weight)	
Condition/terms of sale	
Shipment value and currency	
Deductions or additions – value of goods only, not including packaging, freight or licensing charges, if applicable	
Restricted merchandise permits/licenses, container numbers (Rail/Ocean), if applicable	

Documents for clearance

Clearance Documentation*	Where to send	Documentation	Check
Truck	Email or fax PARS Call Centre	<ul style="list-style-type: none"> • PARS cover page • Clearance documentation 	
Courier	Paperwork to accompany shipment	<ul style="list-style-type: none"> • Clearance documentation 	
Air	Operations team	<ul style="list-style-type: none"> • Clearance documentation • Air Waybill 	
Ocean	Operations team	<ul style="list-style-type: none"> • Clearance documentation with container numbers and clearance • Delivery instructions • Original Bill of Lading if applicable 	
Rail	Operations team	<ul style="list-style-type: none"> • Clearance documentation with container number clearly stated 	

For more information on customs documentation or any other customs related inquiries, contact Lèveillé et Fils.

Contact Lèveillé et Fils

Have questions or need help with your shipments? Contact your account executive, write to us at: leveille@leveille.qc.ca or give us a call at **450-378-8474 / 1-888-408-8474**

PARS fax **1-877-953-8700** / Email parsganby@leveille.qc.ca

PARS tracker www.parstracker.com / Phone **1-888-408-8474**