

SHIPPING

Preparing your customs documents for shipping into the U.S.

Ensure smooth sailing when shipping
to the U.S. with this helpful checklist



Léveillé et Fils

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

Shipping

Preparing your customs documents for shipping into the U.S.

Customs documents are the set of paperwork required by U.S. Customs and Border Protection 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 the U.S., the checklist below will help you gather all the right documents that must accompany each shipment.

Document*	Issued by	Check
PAPS Notification cover sheet	Exporter/Carrier	
Customs Invoice or Commercial Invoice	Exporter	
e-Manifest or Cargo Control Department	Carrier	
Bill of Lading	Exporter	
Other Participating Government Agencies' documents (PGA), if applicable	Importer/Broker	
Certificates of Origin (if goods are qualified)	Exporter	
Shipper's Export Declaration (if goods are deemed as controlled imports)	Exporter/Broker	

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

Information you'll need to complete the documents

- Name of U.S. customs broker, phone and fax
- Bill to party/Importer of Records
- Consignee name, address and appropriate federal ID number (IRS number, Social Security number or Customs assigned number)
- Date of direct shipment
- Description of goods:
 - Product/part number and description
 - Country of origin
 - What material the product is made from
 - Product use
 - Number of packages and weight
- Classification number (10-digit) – All goods that enter the U.S. are categorized according to the Harmonized Tariff Schedule (HTS). Classification determines the rate of duty and any special requirements your product would be subject to upon import. Contact your broker for assistance with the classification of your goods.
- Conditions of sale/terms of payment/currency
- Shipment value
- Deductions – value of goods only, not including packaging, freight or licensing charges, if applicable
- Freight charges/insurance
- Restricted merchandise permits/licenses, if applicable

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

Contact Léveillé 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**