

Canada Customs Invoice

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1. Vendor (name and address)		2. Date of Direct Shipment to Canada	
4. Consignee (name and address) L-3 Electronic System Services 25 City View Drive Toronto, Ontario, Canada, M9W 5A7		3. Other References (include Purchaser's Order No.)	
		5. Purchaser's Name and Address (if other than Consignee)	
		6. Country of Transshipment	
8. Transportation: Give mode & place of direct shipment to Canada		7. Country of Origin of Goods	If shipment includes goods of different origins enter origins items in 12.
		9. Conditions of Sale and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.)	
10. Currency of Settlement			
11. No. of Pkgs.	12. Specification of Commodities (kind of packages, marks and numbers, general description and characteristics, i.e. Grade, Quality)	13. Quantity (state unit)	Selling Price
			14. Unit Price 15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box <input type="checkbox"/>		16. Total Weight	
Commercial Invoice No. _____		Net	Gross
17. Invoice Total			
19. Exporter's Name and Address (if other than Vendor)		20. Originator (name and address)	
		Is vendor related to purchaser Yes <input type="checkbox"/> No <input type="checkbox"/>	
21. Departmental Ruling (if applicable)		22. If fields 23 to 25 are not applicable, check this box <input type="checkbox"/>	
23. If included in field 17 indicate amount: i. Transportation charges, expenses and insurance from the place of direct shipment to Canada _____ ii. Costs for construction, erection and assembly incurred after importation into Canada _____ iii. Export packing _____	24. If not included in field 17 indicate amount: i. Transportation charges, expenses and insurance to the place of direct shipment to Canada _____ ii. Amounts for commissions other than buying commissions _____ iii. Export packing _____	25. Check (if applicable): i. Royalty payments or subsequent proceeds are paid or payable by the purchaser <div style="text-align: center;"><input type="checkbox"/></div> ii. The purchaser has supplied goods or services for use in the production of these goods <div style="text-align: center;"><input type="checkbox"/></div>	

Instructions on How to Complete the Canada Customs Invoice or a Commercial Invoice

Below is a brief description of how each required data field on the Canada Customs Invoice or Commercial Invoice must be completed. The data field name as shown on the Canada Customs Invoice is underlined, followed by some equivalent commercial terms in parenthesis.

<u>Field</u>	<u>Description</u>	<u>Field</u>	<u>Description</u>
1.	Vendor - (seller, sold by, remit to, consignor, shipper) Must indicate the name and address of: a. The person selling the goods to the purchaser, or b. The person consigning the goods to Canada.	-	However, when in packages the invoices are required to show the numbers and description of same.
2.	Date of Direct Shipment to Canada - Must display the date on which the goods began their continuous journey to Canada.	c.	General Description and Characteristics - Give in general terms, description of the merchandise (e.g. textiles, auto parts, etc.)
3.	Other References - May be used to record other useful information (e.g. the commercial invoice #, the purchaser's order #) always show L-3 Electronic System Services (L-3 ESS)'s purchase order #.	d.	Commercial Description - 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 stated on the invoice, and the following information, if applicable, is to be shown: i other than prime quality goods ii remnants iii job lots iv close-outs v discontinued lines vi obsolete goods, and vii used goods.
4.	Consignee - (ship to, deliver to) Must indicate the name and address of the person (company) in Canada to whom the goods are shipped. L-3 Electronic System Services.	13.	Quantity: The quantity of each item included in the description field must be indicated in the appropriate unit of measure.
5.	Purchaser (if other than consignee) - (sold to, buyer) The person to whom the goods are sold by the vendor.	14.	Unit Price - (price per article item amount) Must provide a value in the currency of settlement for each item described in the description field.
6.	Country of Transshipment - The country through which the goods were shipped in transit to Canada under Customs control.	15.	Total - Indicate the price paid or payable in the currency of settlement for the number of items recorded in the quantity field when they were sold by the vendor to the purchaser. Where there is no items recorded in the description field, N/A should be indicated.
7.	Country of Origin - For Customs purposes, the country of origin of invoiced goods is the country where the goods are grown, produced, or manufactured. Each manufactured article on the invoice must have been substantially 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.	16.	Total Weight - Show both net and gross weight.
8.	Transportation: Give mode and place of direct shipment to Canada - Indicate the mode of transportation used and the place from which the goods began their uninterrupted journey to Canada.	17.	Invoice Total - (total value, pay this amount) The total price paid for or payable for goods described on the invoice and/or continuation sheet(s) if used.
9.	Conditions of Sale and Terms of Payment - Must describe the terms and the conditions agreed upon by the vendor and the purchaser.	18.	(Canada Customs Invoice Only) - This field must always be completed if an attached commercial invoice does not contain all the data elements outlined in appendix 'A' to this Memorandum'.
10.	Currency of Settlement - Indicate the currency in which the vendor's demand for payment is made.	19.	Exporter (name and address) if Other than Vendor - Indicate the name and address of the person or organization shipping the goods to the consignee/purchaser.
11.	Number of Packages - Indicate the number of packages.	20.	Originator (name and address) - Indicate the name and address of a responsible individual in the vendor's organization who has the knowledge of the transaction.
12.	Specification of Commodities - The following information must be provided: (always show L-3 ESS part number and description). a. Kind of Packages - Indicate the nature of the packages (e.g. cases, cartons, etc.) b. Marks and Numbers - Indicate the descriptive marks and numbers imprinted upon the packaged goods. Such marks and numbers are required to be legibly placed on the outside of all packaged goods whenever feasible. Notwithstanding the preceding, the following classes of shipments do not require marks and numbers: - Shipments forwarded by parcel post - Goods shipped in bulk, not being in packages, 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 - Agricultural implements and machinery, or machinery parts, when shipped loose.	21.	Departmental Ruling - Give the number and date of any departmental ruling applicable to the shipment.
		22.	The completion of these fields is self explanatory with the exception of export packing. The amount of export packing
		25.	must be indicated if additional packing was required solely for the overseas transportation of goods. Detailed information on the remaining sub components of these fields can be found in Customs memorandum D13-2-4, Customs valuation. Adjustments to the price paid or payable (Customs Act, Section 37).

Read these fields carefully and complete as applicable.