



Ottawa, October 10, 2008

# MEMORANDUM D1-4-1

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## In Brief

### CBSA INVOICE REQUIREMENTS

1. This memorandum is revised as a result of the Paper Burden Reduction Initiative, the revisions are aimed at eliminating obsolete and duplicated requirements.
2. In accordance with the above, the following changes were made:
  - (a) to include the updated CII form;
  - (b) to remove restrictions regarding who is to complete the CII form;
  - (c) to remove requirements already captured in *Accounting for Imported Goods and Payment of Duties Regulations* and/or the *Customs Act*; and
  - (d) to reflect the organizational changes resulting from the creation of the Canada Border Services Agency (CBSA).



Printed in Canada



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# MEMORANDUM D1-4-1

## CBSA INVOICE REQUIREMENTS

This memorandum explains the CBSA invoice requirements for commercial goods imported into Canada.

### Legislation

For the Regulations governing the guidelines and general information contained in this memorandum, refer to the *Accounting for Imported Goods and Payment of Duties Regulations* available on the Department of Justice Canada website at: <http://laws.justice.gc.ca>.

## GUIDELINES AND GENERAL INFORMATION

1. This memorandum outlines the invoice requirements for Customs Automated Data Exchange (CADEX) participants to present as part of the interim accounting documents for release on minimum documentation (RMD). Non-participants must meet these requirements at the time of final accounting as explained in Memorandum D17-1-5, *Importing Commercial Goods*, and Memorandum D17-1-1, *Documentation Requirements for Commercial Shipments*.

2. For all commercial shipments entering Canada, except those described in paragraph 5, the Canada Border Services Agency (CBSA) requires, in English or French, one of the following:

- (a) a commercial invoice prepared by any means (typed, handwritten, or computer prepared) giving all the information listed in Appendix A;
- (b) a commercial invoice prepared by any means indicating the buyer and seller of the goods, the price paid or payable, and an accurate description including the quantity of goods in the shipment, together with Form CII, *Canada Customs Invoice*, giving the remaining information listed in Appendix A; or
- (c) a fully completed Form CII (a sample is shown in Appendix B).

3. Other than described in paragraph 2(b), the exporter, importer or owner, or their agent can add the information required in field 6, and in fields 23 to 25 of the commercial invoice (see Appendix A).

4. Commercial invoices or other documents validating the information provided on the invoices can be used to support the declared value of commercial goods entering Canada if:

- (a) the value of the goods is less than CAN\$1,600;
- (b) the value of Canadian goods being returned has been increased by less than CAN\$1,600;
- (c) the goods qualify for unconditional duty-free entry (not including cases where entry is contingent on end use) regardless of the selling price. Goods subject to duty at specific times of the year cannot be considered unconditionally exempt. or
- (d) the goods qualify for the benefit of classification No. 9954.00.00.00 or 9957.00.00.00 (special classification provisions), or classification No. 9810.00.00.00 in the schedule to the *Customs Tariff*.

5. The CBSA is responsible for verifying the accuracy of the data submitted and, if necessary, to begin enforcement and investigative activities. To do this, the CBSA needs to review all relevant documentation. The availability of the documentation at the time of final accounting may significantly affect the nature and extent of the verification, enforcement, and investigative activities undertaken by the CBSA.

6. Although the CBSA is willing to accept importer or owner prepared documentation to assist in obtaining release of commercial shipments, supporting evidence may be necessary. The commercial invoice is the main document the CBSA relies on to provide this evidence.

7. The importer or owner, or agent is allowed seven days from the date of the request to provide the required supporting documentation to the CBSA. This time period may be extended at the discretion of the Regional Director of the CBSA office in the region making the request.

8. When an importer or owner, or agent has submitted inaccurate information or has failed to provide supporting documentation as requested, the CBSA may withhold release pending receipt of supporting documentation. On such occasions, the CBSA normally requires that the exporter or agent prepare a commercial invoice or Form CII before authorizing release.

9. The CBSA will not review or approve commercial invoices or privately printed customs invoices. It is the responsibility of the importer or owner to ensure that all the information listed in Appendix A is provided to the CBSA at the time of final accounting (or interim accounting in the case of CADEX participants).

10. The CBSA requires two copies of the non-warehouse documents and three copies of the warehouse documents. The importer or owner also requires one copy for his or her records. (For CADEX participants, the CBSA requires three copies of the non-warehouse invoice documents.)

11. Form CI1, *Canada Customs Invoice*, is available at CBSA offices or on our site at [\*\*www.cbsa.gc.ca\*\*](http://www.cbsa.gc.ca).

## APPENDIX A

**INSTRUCTIONS ON HOW TO COMPLETE THE  
CANADA CUSTOMS INVOICE OR A COMMERCIAL INVOICE**

Below is a brief description of how to complete each required field on Form CI1, *Canada Customs Invoice*, or a commercial invoice. The field name as shown on Form CI1 is in bold face, with similar commercial terms in parenthesis for certain fields.

<b>Field</b>	<b>Description</b>
1	<p><b>Vendor</b> – (seller, sold by, remit to, consignor, shipper) – Indicate the name and address of:</p> <p>(a) the person selling the goods to the purchaser; or</p> <p>(b) the person consigning the goods to Canada.</p>
2	<p><b>Date of direct shipment to Canada</b> – Indicate the date the goods began their continuous journey to Canada.</p>
3	<p><b>Other references</b> – Use to record other useful information (e.g., the commercial invoice number, the purchaser's order number).</p>
4	<p><b>Consignee</b> – (ship to, deliver to) – Indicate the name and address of the person (company) in Canada to whom the goods are shipped.</p>
5	<p><b>Purchaser's name and address</b> – (sold to, buyer) – The person to whom the goods are sold by the vendor.</p>
6	<p><b>Country of transshipment</b> – The country through which the goods were shipped in transit to Canada under customs control.</p>
7	<p><b>Country of origin of goods</b> – 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 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.</p> <p><b>Note:</b> The origin of goods as applied to the assignment of tariff treatment is dealt with in Memorandum D11-4-2, <i>Proof of Origin</i>.</p>
8	<p><b>Transportation: Give mode and place of direct shipment to Canada</b> – Indicate the mode of transportation and the place from which the goods began their uninterrupted journey to Canada.</p>
9	<p><b>Conditions of sale and terms of payment</b> – Describe the terms and the conditions agreed upon by the vendor and the purchaser.</p>
10	<p><b>Currency of settlement</b> – Indicate the currency in which the vendor's demand for payment is made.</p>
11	<p><b>Number of packages</b> – Indicate the number of packages.</p>
12	<p><b>Specification of commodities</b> – The following information must be provided:</p> <p>(a) <b>Kind of packages</b> – Indicate the kind of packages (e.g., cases, cartons).</p> <p>(b) <b>Marks and numbers</b> – 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:</p> <p>(1) shipments forwarded by parcel post;</p> <p>(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</p>

(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 **Quantity** – Indicate the quantity of each item included in the description field in the appropriate unit of measure.
- 14 **Unit price** – (price per article, item amount) – Provide a value in the currency of settlement (as defined under Field 10) for each item described in the description field.
- 15 **Total** – 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 they were 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 **Total weight** – Show both net and gross weight.
- 17 **Invoice total** – (total value, pay this amount) – The total price paid or payable for goods described on the invoice or on the continuation sheet if used.
- 18 Self-Explanatory.
- 19 **Exporter's name and address** – Indicate the name and address of the person or organization shipping the goods to the consignee/purchaser.
- 20 **Originator** – 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 **CBSA ruling** – Give the number and date of any CBSA ruling applicable to the shipment.
- 22-25 Indicate the currency used when Field 23 or 24 is applicable. The actual completion of Fields 22 to 25 is self-explanatory with the exception of export packing. The amount of export packing 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 Memorandum D13-4-7, *Adjustments to the Price Paid or Payable (Customs Act, Section 48)*.

## APPENDIX B

## C11, CANADA CUSTOMS INVOICE

 <b>Canada Border Services Agency</b> / <b>Agence des services frontaliers du Canada</b>		<b>Help</b> / <b>Aide</b>		<b>Restore - Restaurer</b>	
<b>CANADA CUSTOMS INVOICE</b> <b>FACTURE DES DOUANES CANADIENNES</b>				<b>PROTECTED</b> / <b>PROTEGE</b> <b>B</b> when completed / une fois rempli	
				Page _____ of _____ de _____	
1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada  yyyy/mm/dd			
		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)			
4. Consignee (name and address) - Destinataire (nom et adresse)		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)			
		6. Country of transshipment - Pays de transbordement			
		7. Country of origin of goods Pays d'origine des marchandises		IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12 SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		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.)			
		10. Currency of settlement - Devises du paiement			
11. Number of packages Nombre de colis	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)	13. Quantity (state unit) Quantité (précisez l'unité)	Selling price - Prix de vente 14. Unit price / Prix unitaire 15. Total		
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 Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>		16. Total weight - Poids total Net		17. Invoice total Total de la facture	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur d'origine (nom et adresse)			
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input type="checkbox"/>			
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____ (iii) Export packing Le coût de l'emballage d'exportation _____		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____ (iii) Export packing Le coût de l'emballage d'exportation _____		25. Check (if applicable): Cochez (s'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>	

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

C11 (08/09)

If you require more space, please attach another sheet. - Si vous avez besoin de plus d'espace, veuillez joindre une autre feuille.

BSF189

**REFERENCES**

<b>ISSUING OFFICE –</b>  Licensing, Export and Accounting Policy Division Border and Compliance Programs Directorate	<b>HEADQUARTERS FILE –</b>  7600-6
<b>LEGISLATIVE REFERENCES –</b>  <i>Customs Act</i> , section 32	<b>OTHER REFERENCES –</b>  D11-4-2, D13-3-1, D13-4-1, D13-4-7, D17-1-1, D17-1-5
<b>SUPERSEDED MEMORANDA “D” –</b>  D1-4-1, January 8, 2001	

Services provided by the Canada Border Services Agency are available in both official languages.



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