



## Memorandum D3-4-2

Ottawa, September 28, 2015

### Highway Pre-arrival and Reporting Requirements

#### In Brief

1. This memorandum has been revised to:
  - (a) Remove Appendix A and its references therein (paragraph 38);
  - (b) Rename former Appendix B to Appendix;
  - (c) Update the definition of “Specified Goods”.
2. This memorandum replaces the one published on August 5, 2015 that had the following updates:
  - (a) Include pre-arrival, arrival, and post arrival eManifest processes, cancelling Memorandum D12-3-1.
  - (b) Include in-transit processes, cancelling Memorandum D3-4-5.
  - (c) Include Carnet transportation requirements, cancelling Memorandum D3-1-2.
  - (d) Update the sealing requirements.
  - (e) Remove references to the Post Audit Carrier Program, which ended August 1, 2014.
  - (f) Denote the Agency, Division and Branch names current appellations.

This memorandum outlines and explains specific Canada Border Services Agency (CBSA) requirements and procedures for reporting and control of cargo arriving in Canada in the services of highway carriers.

This memorandum does not outline the policies and procedures for the reporting of goods under the Customs Self-Assessment (CSA) Program; consolidated cargo reporting requirements and process for freight forwarders; goods whether commercial or personal transported by an individual who does not meet the criteria for designation as a carrier or goods being exported from Canada, or Other Government Departments (OGD) requirements pertaining to the commercial importation/in-transit movements of regulated goods; [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#), should be referred to for the general CBSA requirements and administrative policies that apply to all modes of transport. For guidance in regards to the CSA Program guidelines and procedures, please refer to [Memorandum D3-1-7, Customs Self Assessment Program for Carriers](#). For information about the reporting and transportation of goods being exported from Canada refer to [Memorandum D3-1-8, Cargo – Export Movements](#). For information on the release of commercial goods, please refer to [Memorandum D17-1-4, Release of Commercial Goods](#). OGD requirements can be found throughout the [D Memoranda series](#).

### Guidelines and General Information

#### Definitions

1. The following definitions apply to this memorandum:

**ACI** – Advance Commercial Information

**AMPS** – Administrative Monetary Penalty System

**Ancillary equipment** – Any equipment which enhances the safety, security, containment and preservation of goods carried in vehicles falling within the terms of tariff item 9801.10.10. Ancillary equipment can be imported pursuant to tariff item 9801.10.20 without documentation in accordance with the [Reporting of Imported Goods Regulations](#), when it is used in international service. A dolly or device used to link trailers would be considered ancillary equipment.

**Cargo** – A term used to describe a collection of goods. It consists of a grouping of related goods. The cargo is detailed on the waybill, the manifest and/or a Cargo Control Document.

**Cargo Control Document (CCD)** – A manifest or other control document that acts as the record of a shipment entering or exiting Canada e.g., A8A.

**Cargo Control Number (CCN)** – The Cargo Control Number is a number assigned to a transport document. It uniquely identifies cargo detailed on a cargo submission. The Cargo Control Number consists of the Carrier code followed by a unique reference number assigned by the Carrier/Representative and cannot contain spaces. First 4 characters = CBSA-assigned carrier code

**Cargo transmission** – Information used to describe the cargo entering Canada.

**Carrier** – For the purpose of assessing carrier code eligibility, the CBSA defines a carrier as the entity operating a conveyance transporting specified goods to Canada. To operate a conveyance means to have legal custody and control of the conveyance as:

- (a) an owner,
- (b) a lessee under a lease or agreement of hire,
- (c) a charterer under an agreement of hire,
- (d) as a purchaser under a conditional sale or hire purchase agreement that reserves to the vendor the title to the conveyance until the purchase price is paid or certain conditions are performed, or
- (e) a mortgagor.

**Carrier code** – As stated in the [Customs Act](#) means the unique identification number issued by the Minister either under subsection 12.1(4) or before the coming into force of that subsection.

**Client** – Anyone who:

- (a) Sends to the CBSA a collection of information; or
- (b) Receives notices from the CBSA.

**Commercial goods** – Goods that are or will be imported for sale or for any commercial, industrial, occupational, institutional or other similar use.

**Consignee** – The definition of consignee is to be understood as follow given the applicable context:

- (a) The consignee definition to be used by carriers when transmitting electronic ACI/eManifest data: the name and address of the party to which the cargo/goods are being shipped to as shown on carrier's contract of carriage (For example: bill of lading, air waybill or other shipping document).
- (b) The consignee definition used with respect to freight forwarders who are providing the CBSA with detailed information pertaining to a consolidated shipment is the name and address of the party to which the cargo/goods are being "shipped to" as shown on carrier's contract of carriage (For example: bill of lading, air waybill, or other shipping document).
- (c) The consignee definition used with respect to freight forwarders who are providing the CBSA with detailed information pertaining to a deconsolidated shipment will be the name and address of the party to which the goods are being "shipped to" as shown on the commercial sales contract (For example: commercial invoice, bill of sale, or other sales contract).

**Note:** The freight forwarder is limited to the information they have on hand at the time of the transmission. The consignee may change more than one time throughout a voyage to Canada. The freight forwarder will provide updates to the transmission as they receive updated information.

Example: For business or legal reasons goods are consigned to a bank (foreign or Canadian domestic) or “to order” of a bank. In this case, the consignee field of the house bill transmitted by the FF will reflect the party to whom the goods are legally consigned at the time of transmission (the bank). If the goods are sold while en route, and/or if the bank chooses to endorse the goods to a third party (as per the “to order”) or if the consignee information otherwise changes; the FF will submit an electronic update to the house bill data as soon as they become aware of the change, updating the consignee field.

**Consolidation** – A number of separate shipments grouped together by a consolidator or freight forwarder and shipped to an agent or a freight forwarder as one shipment under one bill of lading and reported to Customs on one cargo control document.

**Conveyance** – Taken from the [Customs Act](#) ss.2(1). Any vehicle, aircraft or water-borne craft or any other contrivance that is used to move persons or goods.

**Conveyance operating carrier** – The carrier company operating the conveyance transporting goods to Canada. This is true whether the carrier company owns the conveyance outright, leases the conveyance, or whether any type of security interest is registered on the conveyance.

**Conveyance Reference Number (CRN)** – A unique reference number given by the carrier to a certain journey or departure of a means of transport. The first 4 characters must be the carrier code and the remaining characters equal the carrier-assigned conveyance reference number and cannot contain spaces. Note: the conveyance reference number cannot be greater than a max of 25 characters. This number cannot be re-used for 3 years.

**Conveyance transmission** – The package of conveyance data that is transmitted. It is comprised of the conveyance reference number (CRN) along with the corresponding conveyance data, as well as a cargo control number for each shipment on the conveyance.

**Courier LVS** – LVS goods being imported under the courier LVS program by an approved courier. Courier LVS goods are exempt from the eManifest process.

**CSA** – Customs Self-Assessment

**ECCRD** – Electronic Commerce Client Requirements Document

**EDI - Electronic Data Interchange (EDI)** – Systems allow clients to electronically transmit their import or export data, as well as their accounting documents, to the CBSA. These systems facilitate the CBSA’s ability to quickly process low-risk goods, focusing resources on identifying potential threats to Canada’s safety and security. EDI is a set of standards for structuring information to be electronically exchanged between and within businesses, organizations, government entities and other groups. These standards prescribe the formats, character sets, and data elements used in the exchange of business documents and forms. The term EDI is also used to refer to the implementation and operation of systems and processes for creating, transmitting, and receiving EDI documents.

**eManifest Portal** – The eManifest Portal (Portal) is a secure data transmission option developed by the Canada Border Services Agency (CBSA) that allows the trade community to electronically transmit their pre-arrival data through the Internet.

**Flying truck** – Air cargo that arrives in Canada on a highway conveyance.

**FPOA** – First Port of Arrival

**Freight forwarder** – A person who, on behalf of one or more owners, importers, shippers or consignees of goods, causes specified goods to be transported by one or more carriers.

**Hand-carried goods** – Goods that will be released after they have been accounted for and all duties with respect to them have been paid under subsection 32(1) of the [Act](#) if

(a) the goods are or will be in the actual possession of a person arriving in Canada, or

(b) the goods form or will form part of a person’s baggage and the person and the baggage arrive or will arrive in Canada on board the same conveyance.

**HVS** – High Value Shipment

- Instruments of International Trade (IIT)** – Empty shipper or importer owned containers and also those registered under Ottawa file or with container bank numbers, which are used to transport commercial goods to and from Canada. For example: shipping tanks, pallets, baskets, bins, boxes, cartons, crates, gaylords, load lock/spacers, racks, trays, totes or similar goods used to ship goods internationally.
- In-transit** – The movement of goods from a point in the United States to another point in the United States through Canada, as well as the movement of goods from a point in Canada to another point in Canada through the United States.
- LVS - Low Value Shipment** – Commercial goods with a value for duty not exceeding CAD \$2,500. LVS goods are not exempt from the eManifest process. See “Courier LVS” definition in this section.
- Multi-modal movement** – A cargo documented on a transport document (e.g. air waybill, bill of lading) used for a specific mode of transportation, but arrives in Canada using a different mode of transport.
- OGD - Other Government Department** – Federal Departments or Agencies such as: Canadian Food Inspection Agency (CFIA) or Department of Foreign Affairs, Trade and Development (DFATD) etc.
- PARS - Pre-Arrival Review System** – A line release option allowing importers and brokers to present release documents prior to the arrival of a shipment in order to obtain release upon arrival.
- Port of report** – The port where highway cargo physically crosses into Canada at the FPOA. The carrier may use any automated port of report. The port of arrival of all cargo on board a conveyance should match the port of report.
- Pre-arrival** – Prior to a conveyance or cargo arriving in Canada.
- Pre-arrival information** – Data pertaining to the importation of goods that is sent to the CBSA in advance of the actual arrival.
- Record** – Any material on which data are recorded or marked and which is capable of being read or understood by a person or a computer system or other device.
- Release Notification System (RNS)** – A system message sent to the client regarding the status of cargo.
- Re-manifest** – A new cargo control document, with a new cargo control number, that is presented to change a cargo control document that had previously been submitted to the CBSA. Re-manifests are generally presented to change destination office or carrier code.
- Shipment** –
- (a) A shipment for which a carrier is responsible is one that consists of:
    - (i) a specified good or collection of specified goods that is listed in a single bill of lading, waybill or other similar document that is issued by the carrier and that relates to the carriage of those goods; or
    - (ii) a specified good that is an empty cargo container that is not for sale that is transported by the carrier but that is not listed in a bill of lading, waybill or other similar document; and
  - (b) a shipment for which a freight forwarder is responsible is one that consists of a specified good or collection of specified goods that is listed in a single bill of lading, waybill or other similar document that is issued by the freight forwarder and that relates to the carriage of those goods.
- Single trip bond** – A one-time security bond presented by a carrier used to allow a non-bonded carrier to proceed to an inland warehouse with un-released commercial goods.
- Specified goods** (under the [Reporting of Imported Goods Regulations](#)) – Commercial goods, goods that are or will be imported to Canada for a fee or empty cargo containers that are not for sale but does not include:
- (a) goods that will be released after they have been accounted for and all duties with respect to them have been paid under subsection 32(1) of the [Act](#) if
    - (i) the goods are or will be in the actual possession of a person arriving in Canada; or
    - (ii) the goods form or will form part of a person’s baggage and the person and the baggage arrive or will arrive in Canada on board the same conveyance;

- (b) mail;
- (c) commercial goods that are used in a repair that is made outside Canada to a conveyance that was built in Canada or in respect of which duties have been paid, if the repair is made as a result of an unforeseen contingency that occurs outside Canada and is necessary to ensure the conveyance's safe return to Canada;
- (d) a military conveyance within the meaning of subsection 18(1) of the [Canadian Transportation Accident Investigation and Safety Board Act](#) or goods that are transported on board that conveyance;
- (e) an emergency conveyance or goods that are transported on board that conveyance; or
- (f) a conveyance that returns to Canada immediately after being denied entry to the United States or goods that are transported on board that conveyance.

**Transiting** – the movement of foreign goods through Canadian territory from a point outside Canada to another foreign point.

## General Information

2. The [Customs Act](#), the [Reporting of Imported Goods Regulations](#) and the [Transportation of Goods Regulations](#), establish the time, manner and who is required to send eManifest data pertaining to cargo and conveyances; entering or moving in-transit through Canada.
3. The receipt of pre-arrival cargo and conveyance data enables the CBSA to:
  - (a) Effectively manage high risk goods and identify threats to health, safety, and security prior to the arrival of cargo and conveyances in Canada;
  - (b) Allow low risk goods a more efficient, stream-lined process at the border; and
  - (c) Control the movement of in bond goods.
4. Except as otherwise prescribed in the above noted Regulations, all goods imported or moving in-transit through Canada must be reported to the CBSA at the first port of arrival (FPOA) in Canada, even when exempt from the requirement to provide advance electronic information. The requirement to report goods to the CBSA is effected electronically, orally or in writing, in the prescribed manner as described in the [Reporting of Imported Goods Regulations](#).
5. Submission of this data within prescribed pre-arrival timeframes, when combined with the arrival of the conveyance in Canada satisfies the requirement for "Report of Goods" as set out in Section 12.(1) of the [Customs Act](#).
6. When the conveyance arrives at FPOA and the status is updated to "reported", the CBSA sends a notification to the operator of the conveyance as identified by the CBSA carrier code on the conveyance report, detailing the Cargo Control Numbers (CCNs) of the related cargo transmissions. This message will serve as the carrier's "proof of report".

## Security Requirements

7. A highway carrier desiring to become bonded under general authorization must file security in a format as outlined on the [CBSA Web site](#). The amount of the security shall not be less than \$5,000 per vehicle nor shall it exceed \$25,000 per fleet. In calculating the amount of security, each truck, tractor, trailer or semi-trailer is considered to be a separate vehicle. Any changes in the number of vehicles which serve to increase the fleet must be reported immediately to the [Commercial Registration Unit](#), except where maximum approved security has already been filed.
8. Goods transported by carriers not authorized to transport in bond goods in Canada must be released at FPOA unless the carrier:
  - (a) Posts a single trip bond to cover the inland movement of the goods; or,

(b) Turns the goods over to a CBSA bonded carrier for furtherance to an inland CBSA office for accounting; or,

(c) Bonded eManifest cargo is linked to the non-bonded carriers' Conveyance Reference Number (CRN).

9. Freight forwarders must transmit pre-arrival house bill information to the CBSA within the prescribed time frames.

## Carrier Obligations

10. As per Section 7.1 of the [Customs Act](#), carriers are liable to ensure all information provided to the CBSA including pre-arrival information is true, accurate, and complete. Furthermore, as per Section 22 of the *Customs Act* and Section 7 of the [Transportation of Goods Regulations](#), the information transmitted must be supported by source documentation (i.e. bills of lading, invoices, contract of carriage) and made available to the CBSA upon request.

11. As per the [Reporting of Imported Goods Regulations](#), the operator of a conveyance that transports specified goods to Canada is solely liable for providing all cargo and conveyance pre-arrival information by electronic means, in accordance with the technical requirements, specifications and procedures that are set out in [Chapter 4: Advance Commercial Information \(ACI\)/eManifest Highway Electronic Commerce Client Requirements Document \(ECCRD\)](#) and [Chapter 7: Advance Commercial Information \(ACI\)/eManifest Highway - Portal](#).

12. The operator of a conveyance (hereafter known as the "conveyance operating carrier") is ultimately responsible for the conveyance and the cargo on board. It is their carrier code that must be quoted in the CRN when transmitting conveyance data to the CBSA. Where business arrangements exist, another carrier may provide the pre-arrival data to the CBSA; however, it is the conveyance operating carrier that remains liable for pre-arrival cargo and conveyance information requirements in accordance with Section 12.1 of the [Customs Act](#).

13. The carrier whose carrier code is on the cargo transmission is liable for duties and taxes for the goods until released by the CBSA, or until liability is transferred in accordance with Section 20(2) of the [Customs Act](#).

14. Carriers may hire a service provider or agent to transmit advance cargo and/or conveyance data on their behalf. The carrier code on the electronic transmission must be that of the actual carrier, not the agent or service providers. In order for the CBSA to communicate with the agent or service provider on behalf of the carrier, a third party consent (found in the applicable ECCRD) must be completed and on file with the [CBSA](#).

## Single Trip Authorizations

15. Carriers not requiring general authorization may apply to the CBSA for a single trip bond. Application for single trip authorization shall be filed, in duplicate, at the CBSA office of report, accompanied by security as outlined in [Memorandum D1-7-1, Posting Security for Transacting Bonded Operations](#) in an amount prescribed by the CBSA.

16. Surety bonds for single trip authorizations must be in the format prescribed on the [CBSA Web site](#).

17. The amount of security will be based on the estimated amount of duty and taxes payable on the goods being transported, but under no circumstances shall security be less than \$1,000.

18. Single trip bonds may be issued by customs brokers acting as authorized agents of approved guarantee companies provided the guarantee company is shown as surety on the bond and the relative application form. Application forms and surety bonds will not be accepted when customs brokers are shown as surety.

19. A cargo control document to cover the movement of the goods must be presented to CBSA at the same time as the application form and security. The CCN will be transcribed onto the application form which will be date-stamped.

20. The original application form, along with the security, will be filed chronologically by date at the issuing CBSA office. The duplicate copy of application form will be returned to the carrier.

21. Border services officers at the issuing CBSA office must ensure that the carrier is aware of the location of the CBSA office of destination (address of the CBSA office of sufferance warehouse) to reduce instances of irregular delivery.
22. Non-bonded carriers using a single trip bond will transmit cargo and conveyance data, showing FPOA as the port of destination. Once the carrier arrives in Canada, they will present their bond application with a paper copy of Form A8A, using a different CCN. CBSA at FPOA will acquit the electronic cargo with the in bond CCN (re-manifest), and the cargo will proceed inland on the paper cargo control document (CCD).

### **Carrier Identification Requirement**

23. For the purpose of identifying carriers and freight forwarders, a bonded or non-bonded CBSA carrier code will be assigned to a company upon authorization.
24. All carriers who cross the border must obtain and use their own CBSA assigned carrier code, whether they are transporting goods to be cleared at FPOA or moving goods in bond.
25. CRNs must have the CBSA assigned carrier code of the legal entity (carrier) physically arriving at the border.
26. eManifest cargo and conveyance identifiers have removed the requirement for letters of authority when using a secondary carrier. If the carrier arriving at the border does not appear to be the carrier related to the CRN (no markings/paint identifiers on exterior of the cab), the onus will be on the driver to prove that they are under exclusive contact with the carrier who's carrier code is quoted on the CRN. A letter of exclusivity (in lieu of a copy of the business contract) is acceptable, provided it contains the following:
- (a) Company Letterhead
  - (b) Start date and expiry date
  - (c) Name and address of the company that is hired under exclusive contract
  - (d) Name and address of the company that is hiring under exclusive contract
  - (e) Authorized signature, title, and telephone number of hiring company
  - (f) A statement that company is hired under exclusive contract
  - (g) Address of company that is hired under exclusive contract
  - (h) Authorized signature
27. The carrier code forms the prefix of the barcodes, and combined with a unique shipment number that the carrier chooses, creates a CCN and CRN. This procedure also applies to freight forwarders for secondary reporting and control of in bond cargo that is consolidated or deconsolidated in Canada.

**Note:** While the carrier code will always be at the beginning of the CRN and CCN, the unique number used for each must not be the same. For example, number (carrier code +) 00001 cannot be used for both the CRN and CCN; the CCN must have a different suffix.

28. For information pertaining to carrier code requirements and how to obtain a carrier code, please refer to [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).

### **Cargo Control Documentation Requirements**

29. Highway carriers exporting or re-manifesting in bond commercial shipments are required to have a CCN in bar-coded format using their own unique carrier code on the cargo control document. Barcode specifications for the CCN may be found in the Appendix C of [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).
30. Paper manifests are generally not required at FPOA when the carrier is providing pre-arrival electronic cargo data that is linked to a CRN. However, paper manifests representing electronic cargo will still be required in other circumstances such as in the event of a systems outage, or goods subject to exceptional processing. For a complete

list of goods subject to exceptional processing, please refer to [Chapter 4: ACI/eManifest Highway ECCRD](#) and paragraph 103 of this memorandum.

31. The carrier may use the standard CBSA, Form [A8A\(B\), In Bond - Cargo Control Document](#) available at all CBSA offices. Carriers who wish to obtain a blank Form A8A(B) from the CBSA are required to use bar-coded CCN labels and apply them to the form. Alternatively, the carrier may have cargo control documents privately printed in a format acceptable to the CBSA. Cargo control document specifications for privately printed documents are contained in Appendix B of [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#). Completion requirements for Form A8A(B) are also found in Appendix D of Memorandum D3-1-1.

32. CCNs and CRN's must not be duplicated for a three-year period, commencing on the 1st day of January of the calendar year following the calendar year the CCN was initially used.

33. In addition to records required to be maintained for other program areas, every person who transports or causes goods to be transported into or within Canada is required, under the [Transportation of Goods Regulations](#), to keep records of the electronic data that has been transmitted to the CBSA and any acknowledgment of receipt of that data received from the CBSA. The records that must be kept include all source documents specifically related to the individual data elements transmitted.

34. For CBSA purposes, records related to the conveyance and cargo transmission must be kept for a period of three years commencing on the 1st day of January of the calendar year following the calendar year during which the cargo/conveyance referenced in the records were transported.

## Monitoring

35. In addition to all other monitoring and verification activities, the CBSA will perform periodic monitoring of the records kept by carriers related to electronic conveyance and cargo information. The monitoring will confirm whether the conveyance and cargo data was submitted in a timely manner and that information transmitted pre-arrival is true, accurate and complete and corresponds to the information contained on the source documents on file.

## Cargo Reporting and Control Procedures

36. The cargo report must be electronically transmitted to the CBSA by the carrier, or a service provider authorized by that carrier to transmit on their behalf, within the prescribed timeframes as outlined in the [Reporting of Imported Goods Regulations](#). A highway cargo report is mandatory for all non-exempt import cargo. For more information on eManifest requirements, please see [Chapter 4: ACI/eManifest Highway ECCRD](#).

37. When the conveyance operating carrier and shipment arrive at the border, the driver is required to provide a lead sheet to the CBSA officer. The lead sheet will contain:

- (a) a bar-coded CRN, or
- (b) a bar-coded CCN with a hand written CRN, or
- (c) a hand written CRN if an alternate bar-coded document is also being presented with the lead sheet (e.g. a PARS document with a bar-coded PARS number).

38. Conveyance operating carriers may choose to use the printable lead sheet available through the eManifest Portal.

39. The CBSA requires a barcode to allow the number to be scanned quickly and accurately into the CBSA system and to link to the corresponding advance data that has been transmitted electronically.

40. The conveyance operating carrier will either:

- (a) Provide the driver with a bar-coded PARS number specific to each shipment so that the carrier knows which PARS number is being used and will also use the same number when transmitting their pre-arrival cargo data to the CBSA, or



(b) The driver will contact the carrier as soon as a PARS number is used for a shipment (similar to how they notify the broker today), and the carrier will then know which number to electronically transmit to the CBSA.

41. As the carrier's report to the CBSA is proof of the goods being on board the vehicle, all goods reported to the CBSA are deemed to have landed in Canada.

42. Shipments that have not been sealed by the CBSA at the first point of arrival may be unloaded by the carriers into highway frontier examining warehouses, highway sufferance warehouses, or they may be transferred from one vehicle to another for furtherance without CBSA supervision. For operational purposes, carriers may proceed to their own terminal before delivering the freight to the authorized release point for CBSA clearance. Should the goods require an examination at FPOA, they may only be delivered into the frontier examining warehouse at the CBSA point where the goods arrived in Canada. It is the carrier's responsibility to physically check all shipments at the point of unloading. Any discrepancies found must be reported to the CBSA immediately.

### **Electronic Communications With the CBSA**

43. Carriers must transmit data using the CBSA's electronic data interchange (EDI) systems or through the CBSA eManifest Portal. Before initiating the application process (outlined below), carriers must have a valid CBSA assigned carrier code as per Section 12.1 of the [Customs Act](#).

### **Application to Transmit Electronic Data to the CBSA**

44. Carriers using EDI are required to complete an application form and submit it to the eManifest Technical Commercial Client Unit (TCCU).

45. EDI clients may choose to transmit their own data to the CBSA or they may choose to use a service provider. For more information on how to apply to participate in EDI, methods of electronic communication and general information on EDI go to the [CBSA Web site](#).

46. For all enquiries related to any problems with electronic transmission of data and the related application process, or to obtain a copy of [Chapter 4: ACI/eManifest Highway ECCRD](#), contact the TCCU at:

Technical Commercial Client Unit  
Canada Border Services Agency  
355 North River Road, 6th floor, Tower B  
Ottawa, ON K1A 0L1

Phone: **1-888-957-7224** (Option 2) calls within Canada and the U.S.  
Email: [TCCU-USTCC@cbsa-asfc.gc.ca](mailto:TCCU-USTCC@cbsa-asfc.gc.ca)

### **eManifest Portal**

47. The eManifest Portal is an option developed by the CBSA to allow the trade community to electronically transmit their pre-arrival information through the Internet. The eManifest Portal was developed primarily for small- to medium-sized businesses to facilitate their compliance and ease the transition from paper reporting to pre-arrival electronic data transmission.

48. The eManifest Portal features many self-serve functions allowing highway carriers to:

- (a) securely transmit trade data to the CBSA;
- (b) confirm receipt of information;
- (c) verify status of the trade data, whether it is transmitted through the portal or by electronic means;
- (d) receive system messages from the CBSA updating users on important information related to their cross-border carrier activities; and
- (e) access [online help](#) and reference material.

49. Further information on computer and Internet requirements, verify the application process, and general information on the [eManifest Portal](#) is available.

## Transmitting Accurate Data

50. When using the Pre-Arrival Review System (PARS), the electronically transmitted CCN on the cargo data must exactly match the CCN quoted in the PARS release request, inclusive of the acronym “PARS”, where applicable.

51. For example, if the bar-coded PARS number that the driver provides at the border for a shipment is “1234PARS56789”, then the CCN that the carrier electronically transmits prior to arrival must also be “1234PARS56789”. It is not a requirement to embed the letters “PARS” into a PARS number, but if a carrier does embed letters into the PARS number the driver provides at the border, then the carrier must use the identical number in their pre-arrival cargo transmission.

52. If the CCN quoted in the PARS release does not exactly match the electronically transmitted cargo data, this will affect the Release Notification System (RNS) capabilities and subscribers will not receive RNS messages. Inaccurate CCN transmissions by carriers could result in sanctions for non-compliance including the issuing of Administrative Monetary Penalty System (AMPS). Release may also be negatively affected.

## In-transit and Transiting Shipments

### US Domestic Goods Transiting Through Canada and Canadian Domestic Goods Transiting Through the US

53. Highway carriers transporting goods from one point in the United States to another point in the United States via Canada must file security with the Canada Border Services Agency (CBSA). For information on filing security for a single trip, see the [CBSA Web site](#).

54. Canada and the United States have established a joint procedure for the documentation and control of in-transit goods. Form [A8B, United States – Canada Transit Manifest](#) is used as the cargo control document for either United States or Canadian cargo transiting the other country’s territory.

55. U.S. Customs and Border Protection (US CBP) have an additional requirement for in-transit movements through the United States to be reported through Electronic Data Interchange (EDI). In addition to electronic reporting, the U.S. Customs and Border Protection require the carrier to present the Form A8B in hard copy format. In the future, the CBSA will be implementing a fully electronic format.

56. Highway carriers transporting goods from a point in one country to another point in the same country through the neighboring country must stop at the first customs office in the neighboring country, and present the in-transit manifest for review and validation.

57. You can order copies of Form A8B by contacting the National Distribution Forms Centre at: [forms-formulaires@cbsa-asfc.gc.ca](mailto:forms-formulaires@cbsa-asfc.gc.ca).

58. The procedure for United States goods in-transit from one point in the United States to another point in the United States through Canada is as follows:

(a) At the first point of entry in Canada, the driver presents four copies of Form A8B as follows:

- Original (white) – arrival copy
- 2nd copy (blue) – exit copy
- 3rd copy (green) – re-entry copy
- 4th copy (pink) – carrier copy

(b) The border services officer reviews and validates all copies by stamping and initialing each copy of the form and may also check the goods against the bill(s) of lading, to ensure that all of the goods being moved in-transit are recorded.

(c) When completed, three copies (blue, green, and pink) are returned to the driver, and the original (white) is retained by the CBSA and placed in a pending file until acquittal is received from the U.S. Customs and Border Protection office of re-entry. Acquitted copies are filed numerically.

(d) The goods are sealed with either company seals or the CBSA green ball seals that must remain intact until they are removed by the U.S. Customs and Border Protection at the office of re-entry.

(e) The carrier reports to the U.S. Customs and Border Protection upon re-entering the United States. A U.S. Customs and Border Protection officer stamps the remaining three copies of the manifest and ensures seals are intact, where applicable; the pink copy is returned to the driver. The blue copy is sent to the CBSA office at the first point of entry, and the green copy is retained on file by U.S. Customs and Border Protection.

59. The procedure for Canadian goods in-transit from one point in Canada to another point in Canada through the United States is as follows:

(a) At the first point of entry in the United States, the driver presents four copies of Form A8B as follows:

- Original (white) – arrival copy
- 2nd copy (blue) – exit copy
- 3rd copy (green) – re-entry copy
- 4th copy (pink) – carrier copy

(b) The U.S. Customs and Border Protection officer reviews and validates all copies by stamping and initialing each copy of the form and may also check the goods against the bill(s) of lading, to ensure that all of the goods being moved in-transit are recorded.

(c) When completed, three copies (blue, green, and pink) are returned to the driver and the original (white) is placed in a pending file until acquittal is received from the CBSA office of re-entry. Acquitted copies are filed numerically.

(d) The goods are sealed with either company seals or U.S. Customs and Border Protection seals that must remain intact until they are removed by the CBSA at the office of re-entry. The carrier should also have the bill(s) of lading available for review.

(e) The carrier reports to the CBSA upon re-entering Canada. A border services officer verifies seals are intact, stamps the remaining three copies of the manifest and the pink copy is returned to the driver. The blue copy is sent to the office at the first point of entry, and the green copy is retained on file.

60. When accidents, shifts of loads, or other circumstances occur during the in-transit movement, the carrier must contact the [nearest CBSA office](#). The CBSA office will provide the carrier with instructions for managing the cargo.

### **Conveyance Reporting With In-transit Cargo**

61. The conveyance operating carrier or a service provider authorized by that carrier must prepare and transmit an electronic transmission to the CBSA with the required conveyance data within the timeframes specified in the [Reporting of Imported Goods Regulations](#). The conveyance report shall quote the in-transit cargo exception code.

62. For more information on eManifest highway processes, please see paragraphs 76- 82 of this memorandum, and the [Electronic Commerce Client Requirements Document \(ECCRD\)](#).

### **Cargo transiting Through Canada to/from Foreign/Offshore**

63. In bond goods arriving at a Canadian airport or seaport destined for the United States, or goods arriving at the border for outward movement from a Canadian airport or seaport cannot be documented on Form A8B. See [Memorandum D3-2-1, Air Pre-arrival and Reporting Requirements](#), for information on the documentation for air shipments, and [Memorandum D3-5-1, Marine Pre-load/Pre-arrival and Reporting Requirements](#), for marine shipments.

64. Similarly, do not document goods moving in-transit through Canada arriving by one mode of transport and transferred to another mode of transport for the outward movement on Form A8B. You will find documentation procedures in [Memorandum D3-2-1, Air Pre-arrival and Reporting Requirements](#) for air shipments, paragraphs 29 - 34 in this memorandum for highway shipments, [Memorandum D3-5-1, Marine Pre-load/Pre-arrival and Reporting Requirements](#) for marine shipments, and [Memorandum D3-6-6, Rail Pre-arrival and Reporting Requirements](#) for rail shipments.

## Data Transmission Guidelines – Import

### Cargo Data

65. The cargo report must be electronically transmitted to the CBSA by the carrier, or a service provider authorized by that carrier to transmit on their behalf, within the prescribed timeframes as outlined in the [Reporting of Imported Goods Regulations](#). A highway cargo report is mandatory for all non-exempt import cargo.
66. All cargo data must be accepted by the system and on file in order to be subsequently linked to a conveyance. If a conveyance is transmitted quoting a CCN that is either not on file or in reject status, the conveyance transmission will be rejected.
67. Electronic highway cargo data may be transmitted up to 30 days before arrival. If the cargo is not to be used, the carrier should transmit a delete for that cargo transmission data.
68. Electronic cargo submissions must be transmitted with an applicable movement type/service option, as found in [Chapter 4: ACI/eManifest Highway ECCRD](#).
69. A sub-location code is conditional for shipments requesting release at the border. This option is to provide a secondary (inland) port of release should the shipment not be able to obtain release at the border (i.e. failed PARS), and the goods qualify for in bond movement.
70. Carriers must make every effort to ensure the importer/broker is aware of which border crossing they are intending to cross so that the PARS release requests are transmitted to the correct port of release. If a carrier arrives at a port that is different from the port of release on the PARS, release cannot be effected. The carrier, if bonded, can request to move in bond for release.
71. A complete list of the information that a highway carrier must include in the cargo transmission can be found in [Chapter 4: ACI/eManifest Highway ECCRD](#).

### Multi-modal Movements

72. The multi-modal cargo process applies to both highway and rail modes of transport. The owner or person in charge of the conveyance will link the cargo to the conveyance transmission.
73. A multi-modal movement is cargo documented on a transport document (i.e. waybill) used for a specific mode of transportation, but arrives in Canada using a different mode of transport.
74. The conveyance operating carrier will be required to electronically transmit the multi-modal cargo data within the prescribed timeframes specific to transportation mode used to physically transport the goods in Canada. For example, highway cargo is loaded onto a rail car for transport into Canada. The highway carrier will transmit a multi-modal cargo submission. The conveyance operating carrier will transmit a rail conveyance report and link the multi-modal cargo to the rail conveyance. The multi-modal cargo and the rail conveyance data must be received by the CBSA within the rail transmission time frames.

### Conveyance Data

75. The conveyance operating carrier or a service provider authorized by that carrier must prepare and transmit an electronic transmission to the CBSA with the required conveyance data within the timeframes specified in the [Reporting of Imported Goods Regulations](#).
76. There are some exceptions to this requirement and these exceptions are found in [Chapter 4: ACI/eManifest Highway ECCRD](#).
77. All cargo data must be accepted by the system and on file in order to be subsequently linked to a conveyance. If a conveyance is transmitted quoting a CCN that is either not on file or in reject status, the conveyance transmission will be rejected.
78. Electronic pre-arrival conveyance data may be transmitted up to 90 days before arrival.
79. For an empty conveyance, an empty indicator must be utilized to indicate a conveyance with no cargo.
80. The conveyance operating carrier may use any frontier highway port of report, subject to local restrictions.

81. A complete list of the information that must be included in the conveyance data can be found in [Chapter 4: ACI/eManifest Highway ECCRD](#).

### **Transmission Timeframes**

82. Carriers (or an authorized third-party provider acting on the carrier's behalf), are required to prepare and transmit the required cargo and conveyance information within the timeframes specified in the [Reporting of Imported Goods Regulations](#).

83. In the highway mode, the conveyance and cargo information for specified goods must be received and validated, as outlined in the [Reporting of Imported Goods Regulations](#), at least one hour prior to the conveyance arriving at the FPOA.

84. For exemptions from cargo and conveyance data requirements please refer to [Chapter 4: ACI/eManifest Highway ECCRD](#).

85. Properly formatted messages received less than one hour prior to the transmitted estimated time of arrival will be accepted by the system, but the client will also be warned via error message of "insufficient review time", and penalties may be applicable.

86. Cargo data may be transmitted up to 30 days (and conveyance data 90 days) in advance. The CBSA encourages clients to transmit pre-arrival data as early as possible.

### **Sealing of Vehicles**

87. The sealing of conveyances and containers are only required for the following specific CBSA circumstances:

- (a) Carriers who must meet sealing requirements as participants of the CBSA's trusted trader programs;
- (b) Cargo that is, controlled or regulated by any Act of Parliament;
- (c) In-transit movements to point of final export;
- (d) Movement of conveyances and containers from the First Point of Arrival (FPOA) to a CBSA examination location.

88. For movement between inland sufferance warehouses, where the cargo has been amended or re-manifested, bonded carriers will be allowed to move without seals.

89. If a trailer/container/vehicle or part thereof that contains in bond goods is sealed with a company seal, the seal number must be noted correctly on the pre-arrival conveyance transmission. The company seal will remain intact, unless the CBSA performs an examination.

90. Should a carrier use a company seal to secure their load, the seal numbers must always be transmitted on the Conveyance report.

91. Customs Self-Assessment (CSA) carriers may move inland without a seal except when a vehicle is selected for inland examination under Form A28 Inspection or Operational Report control.

92. Where CBSA seals have been affixed to the load at the first point of arrival for an outturn check at destination, the load must be delivered to the release point with the CBSA seals intact. If company seals are already affixed, it is not necessary to replace these seals with CBSA seals however the load must be delivered to the release point with the seals intact.

93. Where the size, nature or routing of the shipment makes sealing of the vehicle impracticable, other measures of outturn check control must be employed. For example, individual boxes or packages can be bound or sealed in a manner that prevents undetected removal or substitution of contents. In the case of uncrated machinery or equipment, serial numbers can be used for control purposes. Seal numbers, serial numbers or a notation of how packages have been secured must be indicated on Form A28, Inspection or Operational Report (where applicable), by the examining border services officer. Where the border services officer determines that the goods cannot be securely sealed, the goods must be checked against the cargo control transmission. Any unloading for this purpose must be done by and at the expense of the carrier.

94. A border services officer may permit a load to be moved in bond to destination under convoy of a border services officer, where the nature of the goods or the type of vehicle used does not permit the merchandise to be placed under seal, or unreasonable time and labour would be involved in unloading and checking the goods, or for other reasons at the CBSA's discretion. This movement would be at the expense of the carrier.

95. The CBSA reserves the right to seal any conveyance, container, or compartment at any time.

### **Mixing of Released and in Bond Goods**

96. Permission to transport a mixed load of released and in bond freight may be granted in the following circumstances:

- (a) a bulkhead exists to seal the in bond goods (if required); or
- (b) the load, including the released goods, will be off-loaded at a sufferance warehouse under CBSA supervision; or
- (c) if the released goods are to be off-loaded prior to reporting at the inland sufferance warehouse; i.e., at the importer's premises, provision must be made for the appropriate inland CBSA office to supervise the breakage of seals and resealing (if required). Should a border services officer be available for this purpose, special service charges would be applicable. If a border services officer is not available, the mixed load must be delivered to the inland sufferance warehouse.

97. CSA carriers moving inland without a seal will be permitted to mix domestic and in bond freight in a single vehicle. Should sealing be required for inland examination purposes, the procedures outlined in paragraph 95 of this memorandum will be applicable.

### **eManifest Exemptions**

98. This section will outline circumstances in which pre-arrival cargo and/or conveyance data is not required under Section 12.1 of the *Customs Act*. A complete list is found in [Chapter 4: ACI/eManifest Highway ECCRD](#).

99. Should clients choose to transmit data for any of the listed exemptions and/or exceptions they must do so within the timeframes specified in the [Reporting of Imported Goods Regulations](#). A complete list of the information that a carrier must include in the conveyance and cargo transmissions can be found in [Chapter 4: ACI/eManifest Highway ECCRD](#).

**Note:** The CBSA will perform periodic monitoring of the records kept by carriers related to electronic conveyance and cargo information, as identified in paragraph 35 in this memorandum. This will include information that may be transmitted, should clients choose to do so, for goods and conveyances that otherwise fall under exemptions/exceptions.

### **Exemptions From Cargo and Conveyance Data Sets**

100. The following are the exemptions from cargo and conveyance data sets:

- (a) Emergency response vehicles/personnel/equipment for use in emergency situations, such as transportation of human organs for transplant, first response fire brigades, ambulance patient transport, teams assisting in disaster relief circumstances.
- (b) CSA Shipments (full load of Customs Self-Assessment (CSA) shipments) – for eligible goods that meet the requirements under Section 10.2 of the [Accounting for Imported Goods and Payment of Duties Regulations](#).
- (c) US Customs Border and Protection (CBP) turnarounds: “turn-a-round” is described as the immediate return of an entire conveyance and its complete cargo that has been refused entry to the US by the US CBP, at the same port of entry/exit.
- (d) Continuous Transmission Commodities (CTC) – electricity, crude oil, natural gas, or any tangible personal property, that is transportable by means of a wire, pipeline or other conduit.
- (e) Military goods on board a military owned or leased conveyance.

- (f) Bobtails;
- (i) i.e. tractor with no trailer or semi-trailer; which excludes tractor-trailers or any other ‘complete’ truck, e.g. cube vans. The bobtail highway conveyance must:
- be without any equipment attached (for example a trailer, chassis); (for the purposes of the definition above a dolly or device used to link trailers is not considered to be a trailer, chassis or semi-trailer)
  - be without any commercial goods; and
  - not being imported.
- (ii) Just the tractor component of a tractor and trailer combination.
- (g) Mail (Canada Post, U.S. Mail, International) – full load only.
- (h) Hand carried goods.
- (i) CSA carriers with empty conveyances with a [CDRP/FAST](#) approved driver and passengers if applicable.

### **Exemptions From Cargo Data – Only Conveyance Data Required**

101. The following are the exemptions from cargo data where only conveyance data is required:

- (a) Goods that are being imported into Canada under the Courier Low Value Shipment (CLVS) Program by an approved courier under the CBSA Courier LVS Program. HVS/LVS mixed loads (cargo required for HVS).  
**Note:** Low value shipments not imported under the CLVS Program require cargo, conveyance, advance data.
- (b) Instruments of International Trade (IIT) - Instruments of International trade are empty shipper or importer owned containers and also those registered under Ottawa file or with container bank numbers, which are used to transport commercial goods to and from Canada. For example: shipping tanks, pallets, baskets, bins, boxes, cartons, crates, gaylords, load lock/spacers, racks, trays, totes or similar goods used to ship goods internationally.
- (c) Domestic in-transit movements (an electronic in-transit process is under development).
- (d) Mail (Canada Post, US Mail, International) – as part of a mixed load.
- (e) Flying trucks, i.e. air cargo that arrives in Canada on a highway conveyance (interim process only; eManifest end-state will require cargo and conveyance data for flying trucks).
- (f) Emergency repairs – includes conveyances that have been repaired outside Canada as a result of an unforeseen contingency that occurred outside Canada; and the repairs were necessary to ensure the safe return to Canada of the conveyance.
- (g) Dunnage – packaging material such as boards, blocks, planks, metal or plastic bracing, used in supporting and securing packages for shipping and handling.

### **Unique Shipment Processes**

102. The following are not exempt from pre-arrival data; however the reporting and or pre-arrival requirements differ in some manner.

### **Empty Conveyances**

103. Empty conveyances require a conveyance transmission with an indicator identifying the conveyance as being empty. CSA carriers are exempt from transmitting pre-arrival information related to their empty conveyance.

### **Refused Shipments**

104. Shipments refused admission at the first point of arrival due to prohibition, control or regulations pursuant thereto (e.g., [Export and Import Permits Act](#), Schedule VII of the [Customs Tariff](#)) are to be returned immediately to the United States. In these cases, the cargo transmission will be cancelled.

## **Courier LVS/HVS Requirements**

105. Shipments that qualify and are reported under the Courier Low Value Shipment (LVS) Program are exempt from pre-arrival cargo requirements. A pre-arrival electronic conveyance data transmission to CBSA is still required, quoting the appropriate cargo exception code. For additional information concerning the LVS Courier Program see [Memorandum D17-1-2, Reporting and Accounting for Low Value Commercial Goods \(Not Exceeding CAD\\$2,500\)](#), and [Memorandum 17-4-0, Courier Low Value Shipment Program](#).

106. Should cargo previously reported under the Courier LVS Program be removed from the LVS stream post arrival through the issuance of Form Y50 by the CBSA, the client is not to transmit pre-arrival data. However, if removed from the LVS stream prior to arrival; full eManifest pre-arrival data is required.

107. Should cargo previously reported under the Courier LVS Program be removed from the LVS stream post arrival by the courier, as the client has identified that the shipment did not qualify under the LVS Program; the client is not to transmit pre-arrival data.

108. Should the client identify that a shipment no longer qualifies for report and release privileges under the Courier LVS Program prior to the shipment's arrival in Canada, there is both an expectation and an obligation to provide pre-arrival data to the Agency.

## **Flying Trucks**

109. Where air cargo is being transported by a highway carrier, it is the highway carrier that will transmit their conveyance data to CBSA (within the prescribed highway time frames), quoting the flying trucks cargo exception code. Cargo information will be presented at FPOA in the form of paper air waybills. For more information on flying trucks, refer to [Memorandum D3-2-1, Air Pre-arrival and Reporting Requirements](#).

## **Ancillary Equipment**

110. Ancillary Equipment is defined as carrier/driver owned equipment for repetitive use; equipment necessary to ensure the safety, security, containment and preservation of goods (i.e. chains and binders or load bars) (not pallets and the like), including dollies provided the dolly is being used in the international transportation of goods, i.e. not being imported into Canada for the first time.

111. Ancillary equipment is not required to be transmitted to CBSA, if they are not imported into Canada as a commodity.

## **TIR (Transit International Routier) Carnet**

112. CBSA does not accept the TIR Carnet as a valid cargo control document (CCD) for the import, in-transit, or export movement of goods.

113. Electronic pre-arrival cargo and conveyance data must be transmitted for TIR Carnet import or in-transit shipments within the prescribed timeframes. TIR Carnet shipments arriving in Canada for export must also be accompanied by the appropriate CBSA CCNs for the mode of transport being used. The TIR Carnet must be presented to the CBSA at the time of arrival or export.

## **Goods Found Astray (Misrouted Goods)**

114. Carriers must transmit pre-arrival cargo data for all goods being transported to Canada, including Canadian goods found astray outside of Canada, unless there is an exemption or exception. After verification of the facts, the CBSA will release the shipment to the carrier. Verification will consist of satisfactory evidence provided by U.S. Customs & Border Protection or the carrier. The cargo control document will be acquitted by a reference to this memorandum.

115. Foreign goods found astray in Canada must be electronically transmitted post arrival as soon as they are discovered by the carrier. The goods may then be exported in accordance with the [Reporting of Exported Goods Regulations](#) and as outlined in [Memorandum D3-1-8, Cargo – Export Movements](#).



## Overages

116. Any excess in the number of pieces transmitted in the same shipment and found by the carrier post arrival are considered overages. Carriers are required to report any overages to the CBSA as soon as they are discovered by transmitting an amendment to the cargo transmission. An overage occurs only where pre-arrival data was transmitted and a quantity of goods was initially reported upon arrival at FPOA, and subsequently the number of pieces is found, by the carrier, to exceed the number of pieces reported to the CBSA pre-arrival and upon arrival. If no data was transmitted pre-arrival and no report occurred, and the goods are discovered post arrival, this constitutes non-report, not an overage, and may be subject to an AMPS penalty.

## Shortages

117. A shortage occurs only where pre-arrival data was transmitted and a quantity of goods was initially reported upon arrival at FPOA, and subsequently the number of pieces found, by the carrier/freight forwarder, is less than the number of pieces reported to the CBSA pre-arrival and upon arrival. Carriers/freight forwarders are required to report any shortages to the CBSA as soon as they are discovered by transmitting an amendment to the original cargo transmission.

## Failure to Submit Pre-arrival Information

118. The CBSA requires complete information pertaining to all specified goods arriving in Canada. Where no pre-arrival information was transmitted and no other exemption or exception exists, the carrier must transmit a cargo report as soon as it is discovered. Should the CBSA discover goods for which no pre-arrival data was transmitted, and for which no report was made to CBSA, sanctions may be issued to the carrier for non-report.

119. When the conveyance is known, the CRN must also be amended to add this post arrival cargo.

120. Post arrival cargo that is not attached to a related CRN will be presented to the nearest CBSA office to have the status electronically updated to “arrived”. This must be done to enable release of the goods.

## Non-resident Importer

121. For shipments being delivered to Canada where the consignee is a non-resident importer, the foreign name and address of the consignee will be accepted in the consignee name and address fields in the cargo transmission.

122. The Canadian party to whom the cargo is being delivered to must be provided in the delivery party name and address fields. The delivery party name and address may be a warehouse, rail yard, etc., if that is where the carrier’s contract of carriage ends.

## Transmitting “To Order” Shipments

123. In acknowledgment of common business practices the CBSA will accept “To Order”; “To Order of Shipper”; or “To Order of Bank”; or “Other Named Entity” in the consignee field provided the name and address of the owner or owner’s representative is transmitted as a notify party. To help clarify, the following examples illustrate the CBSA’s requirements:

### **Example 1:** “To Order” and “To Order of Shipper”

The CBSA will accept “To Order” and “To Order of Shipper” in the consignee name field. The address information, city name, and country are mandatory fields for the consignee and ideally the Shipper’s coordinates would be repeated. However, the CBSA will accept terms such as “Same as Shipper”; “See Above”; etc., in the address information field and city name.

The name and address of the owner or owner’s representative would be provided in the notify party fields. The delivery address, if different, would be transmitted in the delivery address fields.

### **Example 2:** “To Order of Bank or Other Named Entity”

The name of the bank or the named entity must be transmitted in the consignee name field. Again, because the address information, city name, and country are mandatory fields, the complete address of the bank, or other named entity, must be transmitted in the consignee name and address fields. The name and address of the party

taking receipt of the goods in Canada must be transmitted in the notify party fields. The delivery address, if different, from the address provided in the notify party fields must be transmitted in the delivery address fields.

### **Moving Company and Personal Effects**

124. When personal effects are being imported into Canada the name and address of the actual consignee is required. The name of the moving company may be provided in the notify party field.

### **Customs Self-Assessment Shipments**

125. Transmission of advance CSA cargo data is optional when part of a full load of CSA shipments. The existing paper process for reporting CSA goods at FPOA using a bar-coded lead sheet will continue to be accepted. However, if CSA-eligible goods are included on a pre-arrival electronic cargo transmission, the Business Number of the approved CSA importer – along with all other pre-arrival electronic cargo data elements – must be included in the transmission in order for the goods to be “authorized to deliver” under the CSA program. For more information on the CSA program policy and requirements refer to [Memorandum D3-1-7, Customs Self Assessment Programs for Carriers](#).

**Note:** When CSA shipments are mixed with non-CSA shipments on a conveyance, full cargo details are required, and the CSA indicator must be used.

### **One Conveyance – Multiple Trailers – One Shipment**

126. Where one shipment is carried on two or more trailers, hauled by one tractor, one CCN must be assigned to cover this shipment. Each trailer must be identified on conveyance report, and the description or special instructions field of the cargo report will indicate the number of pieces and trailers comprising that shipment, e.g., “100 pieces contained in two trailers”.

### **Entered to Arrive (ETA) and Value Included (VI) Shipments**

127. Cargo and conveyance data is required for ETA and VI type shipments within the prescribed time frames. The CBSA will manually acquit the cargo data with the original Transaction number associated with the goods.

### **Ships’ Stores (Goods Imported for Ships Stores)**

128. Defined as goods imported into Canada by airlines or vessels specifically for delivery to vessels or a bonded warehouse. Please refer to [Memorandum D4-2-1, Ships’ Stores Regulations](#) for additional information.

129. Pre-arrival cargo and conveyance information pertaining to goods imported for ships stores into Canada must be transmitted electronically within the guidelines and procedures outlined in the [Reporting of Imported Goods Regulations](#) and this memorandum.

### **Duty Free Shops (Goods Imported by Duty Free Shops)**

130. Defined as goods imported into Canada by duty free shops and delivered directly to a licensed duty free shop facility. Please refer to Memoranda [D4-3-4, Duty Free Shop – Operational Responsibilities](#) and [D4-3-5, Duty Free Shop – Inventory Control and Sales Requirements](#) for additional information on duty free shops.

131. Pre-arrival cargo and conveyance information pertaining to goods imported and delivered directly to a licensed duty free shop must be transmitted electronically within the guidelines and procedures outlined in the [Reporting of Imported Goods Regulations](#) and this memorandum.

### **Dangerous Commodities**

132. The purpose of the [Transportation of Dangerous Goods Regulations](#) is to protect the public from potential hazards of transporting dangerous goods by establishing and regulating safety standards, safety marks, and safety requirements for these products.

133. Dangerous goods, hazardous wastes, explosives, and radioactive materials are examples of products that pose a hazard or risk to human health or the environment, and as such, are regulated and require special handling while being transported.

134. The [Transportation of Dangerous Goods Regulations](#) require that all shipments of dangerous goods be classified, labeled, placarded, packaged, and documented in a specific manner by the shipper. For more information, refer to [Memorandum D19-13-5 Transportation of Dangerous Goods](#).

135. Pre-arrival cargo and conveyance information pertaining to dangerous commodities must be transmitted electronically within the guidelines and procedures outlined in the [Reporting of Imported Goods Regulations](#) and this memorandum.

### **Contingency Plan in the Event of System Failure**

136. For detailed procedures in the event of a CBSA or external failure, refer to the [CBSA System Outage Contingency Plan – Highway Mode \(BSF5115\)](#).

### **In Bond Movement**

#### **Notice of Arrival**

137. On arrival at the inland destination, the warehouse operator will electronically arrive the cargo, transferring liability of those goods from the carrier to the warehouse.

138. Where a complete load consists of a commodity that may, by CBSA authority, proceed directly to the authorized facility (i.e., liquor, tobacco products for licensed manufactories), the warehouse operator's copy will be filed with the CBSA at time of release. In this case, the acquittal document will be filed at the main long room rather than at a long room established at a highway sufferance warehouse.

139. When an importer wishes to clear only a portion of the manifested quantity, CBSA *Cargo Control Abstract*, Form A10, must be used. For more information see [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).

140. The CBSA delivery authority copy of Form A10 is to be signed by the releasing border services officer when release is authorized, and turned over to the warehouse operator as authority to allow delivery of the goods to the consignee.

### **Delivery Requirements and Transfers to Sufferance Warehouses**

141. Cargo arriving by highway for furtherance inland under highway cargo control must be delivered to a type B sufferance warehouse unless exempted from this requirement. A list of exemptions is contained in [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).

142. Cargo may be transferred to another authorized type B sufferance warehouse within the same CBSA office jurisdiction or to another CBSA office after presentation of a re-manifest.

143. Consolidated shipments may be transferred from a highway sufferance warehouse to a bonded freight forwarder's type CW sufferance warehouse (or agent thereof). For more information on electronic house bills and transference to a CW Warehouse, please see [Memorandum D3-3-1, Forwarded and Consolidated Cargo – Import Movements](#).

144. Cargo arriving by air, rail or marine service for furtherance in bond under highway cargo control should be re-manifested at the primary sufferance warehouse, and delivered to the type B sufferance warehouse at destination.

145. Intact containers arriving under highway cargo control for furtherance in bond for export may be delivered to the exporting sufferance warehouse providing the highway cargo control transmission indicates the goods are for export.

146. Cargo may only be delivered into the highway frontier examining warehouse at the CBSA point through which it was initially imported into Canada unless exempted from this requirement as outlined in [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).

## Notifications and Error Messages

147. All pre-arrival data received will be validated and processed through CBSA's systems, and the CBSA will transmit response messages back to the sender. Notices are sent to the sender via the same route as the incoming transmission.

148. There are two types of response messages clients can expect to receive from CBSA systems when submitting pre-arrival transmissions by electronic means:

- (a) Positive responses
- (b) Error responses.

149. Positive responses are issued in the form of acknowledgements. Acknowledgements are generated when the EDI transmission has successfully passed all syntactical, conformance and validation edits.

150. Error responses will be transmitted to the sender indicating the nature of the error, in the form of a reject notice. Carriers must make corrections to transmissions in error and re-send to the CBSA in a timely manner.

151. For a complete description of all notifications, error messages and codes and their application, as well as request for information notices, refer to the Electronic Commerce section of the CBSA Web site or [Chapter 4: ACI/eManifest Highway ECCRD](#).

## Manifest Forward

152. For consolidated shipments, freight forwarders are able to nominate any party, including their primary carrier as a secondary notify party, enabling that party to view house bill data.

153. For more information on Manifest Forward refer to [Chapter 11 – ACI eManifest Notices ECCRD](#).

## Corrections to Cargo and/or Conveyance Data

154. Changes or amendments to cargo and/or conveyance data shall be made as soon as they are known.

### Add/Change/Delete (Cancel)

155. An "Add" is used for the first transmission (original) of any data, whether it is cargo or conveyance data. It must be transmitted within the timeframes as prescribed in the [Reporting of Imported Goods Regulations](#).

156. A "Change" involves the pre-arrival re-transmission of the entire record (all applicable data elements), which will then replace the entire record on file. As a rule, the carrier will be required to transmit a change to update the current conveyance record or cargo record when any of the data elements on the current transmission to the CBSA change. Individual data elements are not to be transmitted separately.

157. However, if a CCN on a cargo transmission or the actual CRN on a conveyance transmission needs to be changed, the client must first transmit a record to delete the cargo or conveyance and then transmit an "Add" for the new report with the new CCN or CRN. A change request will not be accepted in that case.

158. A "Delete" (cancel) is used for the complete removal of records or packages of records pre-arrival. If individual data elements or loops of segments are to be deleted, these must be processed as changes. The specific data transmitted on the delete does not necessarily have to be identical to the original add or change – only the "key" data (i.e. CCN or CRN and whether the record is a cargo or conveyance) must be identical.

159. Deletions may be made at any time up until arrival at the port of report. If a conveyance submission is on file, it must be changed or cancelled before an associated cargo can be cancelled. Note un-arrived cargo records are to be deleted (cancelled) if unused within 30 days (conveyance records after 90 days).

## Post Arrival Amendments

160. Cargo and conveyance data transmissions, if found to be in error post arrival, must be amended as soon as the error is discovered.

161. Some key data elements cannot be electronically amended or deleted post arrival. If amendments/deletions to these data elements are required, the online [House Bill, Cargo and Conveyance Manual Correction Request Form – Post Arrival -All Modes \(BSF673\)](#) must be completed. Carriers/freight forwarders have up to 90 days to present the correction request to CBSA.

162. Clients are now offered additional options for submitting Form [BSF673](#):

- (a) in person to the CBSA (in duplicate), Ambassador Bridge Commercial Operations, 4285 Industrial Drive, Windsor, Ontario, N9C 3R9; or
- (b) by email to: [CBSA-ASFC\\_SOR\\_Windsor\\_emanifest@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_SOR_Windsor_emanifest@cbsa-asfc.gc.ca); or
- (c) by fax to 519-967-4206.

163. In circumstances where an immediate correction is required when the conveyance has arrived and reported at the port of entry (e.g., driver waiting scenario), a completed Form BSF673 (in duplicate) can be presented to the port for processing in order to facilitate the furtherance of the conveyance and/or processing of cargo;

- (a) Form [BSF673](#) is now applicable for use in all modes of transport; House Bill and
- (b) House Bill close message corrections have been included; and
- (c) The title of the form has been changed to reflect its extended purpose.

## Penalty Information

164. For information on administrative penalties, please refer to [Memorandum D22-1-1, Administrative Monetary Penalty System](#).

165. Other administrative sanctions, such as the revocation of program privileges and penalties of Other Government Departments, may also be applicable. Information on AMPS penalties is also available on the [CBSA Web site](#).

166. Failure to comply with the CBSA requirements outlined in the [Customs Act](#) may result in the seizure and forfeiture of the goods and/or conveyance, and — in serious cases — criminal charges may be applicable.

## Additional Information

167. For more information, within Canada call the Border Information Service at **1-800-461-9999**. From outside Canada call 204-983-3500 or 506-636-5064. Long distance charges will apply. Agents are available Monday to Friday (08:00 – 16:00 local time / except holidays). TTY is also available within Canada: **1-866-335-3237**.

## Appendix

### Completion Instructions for Form A8B, *United States – Canada Transit Manifest*

1. Carrier in-Transit Through Canada – This field must be checked off.
2. State/Province Licence Plate No. – Indicate the vehicle identification number, i.e., licence plate number, year, and state/province.
3. Tractor – Indicate the tractor number of the vehicle.
4. Trailer – Indicate the trailer number of the vehicle.
5. Other – Indicate the vehicle identification number for vehicles other than tractors or trailers.
6. Port of Departure – Where exiting from the United States, indicate the U.S. customs office.
7. Port of Re-entry – Where entering into the United States, indicate the U.S. customs office.
8. Canada Permit No. – We assign this number from an in-transit manifest series.
9. CBSA Bond No. – For single trip bonds, indicate the authorization number as shown on Form E370, Application to Transact Bonded Carrier and Forwarding Operations. Bonded carriers should indicate their CBSA assigned carrier code.
10. Name of Importing Carrier – Indicate the name of the carrier. In the case of a rented vehicle, indicate the name of the rental company.
11. Name of Operator or Agent of Carrier – Indicate the name of driver. In the case of rented vehicles, indicate the name of the rental company.
12. Port and Date of Arrival – CBSA will indicate the CBSA office where the vehicle has entered Canada and the date.
13. CBSA Seal Numbers/Initials of CBSA officer – the CBSA will verify seal numbers and the border services officer will initial the form.
14. Port and Date of Exit – the CBSA will indicate the CBSA office from where the vehicle is leaving Canada and the date.
15. Seals Intact – CBSA will check “yes” or “no” as to whether seals are intact.
16. Other Irregularity – CBSA will check “yes” or “no” as to whether any inconsistencies are found.
17. Initials of CBSA officer – The border services officer processing the document at the CBSA office of exit will initial the document.
18. Waybill Numbers – Indicate the waybill numbers of the waybill.
19. No. of Packages – Indicate the number of packages and description of goods as shown on the waybill.
20. Value – You do not need to complete this field for goods transiting Canada.
21. Signature of Operator or Agent of Carrier – This document must be signed by the operator or agent of the carrier.

<b>References</b>	
<b>Issuing Office</b>	Transporter and Cargo Control Programs Unit Program and Policy Management Division Commercial Program Directorate
<b>Headquarters File</b>	7700-1
<b>Legislative References</b>	<a href="#"><i>Customs Act</i></a> <a href="#"><i>Reporting of Imported Goods Regulations</i></a> <a href="#"><i>Transportation of Goods Regulations</i></a> <a href="#"><i>Export and Import Permits Act</i></a> <a href="#"><i>Customs Tariff</i></a>
<b>Other References</b>	<a href="#">D1-7-1</a> , <a href="#">D3-1-1</a> , <a href="#">D3-1-7</a> , <a href="#">D3-1-8</a> , <a href="#">D3-2-1</a> , <a href="#">D3-3-1</a> , <a href="#">D22-1-1</a>
<b>Superseded Memorandum D</b>	D3-4-2 dated August 5, 2015