



Memorandum D3-4-2: Highway Pre-arrival and Reporting Requirements

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Plain language summary

Target audience: Commercial carriers in the highway mode; freight forwarders involved in highway shipments; sufferance warehouse operators.

Key content: How to transmit advance commercial information (ACI)/eManifest electronically to the CBSA; eManifest Portal; timeframes to transmit cargo and conveyance data; requirements to transmit cargo and conveyance data; in-transit movement; unique shipment processes; reporting exemptions.

Keywords: ACI; eManifest; electronic transmission; cargo control document; highway carrier, importation, in-transit, in bond movement; data transmission, eManifest portal; cargo data; conveyance data; single trip bond; sufferance warehouse operators; freight forwarders; household effects; sealing of vehicles; corrections.

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Updates made to this D-memo

This memorandum has been revised to:

- update the definitions section
- replace “pre-arrival” with “Advance Commercial Information (ACI)/eManifest”, where applicable
- remove references to specific sufferance warehouse types and replace them with a link to the [D4 series memoranda](#)
- add Appendix B detailing the completion instructions for [BSF673 – House Bill, Cargo and Conveyance Manual Amendment Form – Post Arrival - All Modes](#)
- create a section for “Domestic in-transit shipments” to distinguish them from offshore in-transit movements
- change of heading from “In-transit shipments” to “Domestic in-transit shipments”
- change of heading from “eManifest exemptions” to “ACI/eManifest exemptions”
- change of heading from “Flying trucks” to “Transborder air shipments in highway service (flying trucks)”
- change of heading from “Delivery requirements and transfers to the sufferance warehouse” to “Movement and cargo control of unreleased goods in Canada”
- update policy information and provide clarification on the following sections:
 - general information
 - carrier identification requirement
 - security requirements
 - liability
 - record keeping
 - monitoring
 - contract of exclusivity
 - cargo control documentation requirements
 - cargo reporting and control procedures
 - application to transmit electronic data to the CBSA
 - eManifest Portal
 - domestic in-transit shipments
 - conveyance reporting with in-transit cargo
 - in-transit shipments
 - data transmission guidelines – import
 - conveyance data
 - multi-modal movements
 - cargo and conveyance transmission timeframes
 - sealing of conveyances
 - ACI/eManifest exemptions



- exemptions from cargo and conveyance data sets
- exemptions from cargo data – only conveyance data required
- unique shipment processes
- empty conveyances
- refused shipments
- tow trucks
- Courier low value shipment (CLVS) / low value shipment (LVS) requirements
- transborder air shipments in highway service (flying trucks)
- ancillary equipment
- Customs Self-Assessment (CSA) Shipments
- dangerous commodities
- movement and cargo control of unreleased goods in Canada
- notifications and error messages
- corrections
- additional information
- appendices
- references

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

For information on general CBSA requirements and administrative policies that apply to all modes of transport, refer to [Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods](#).

For guidance in regards to the Custom Self-Assessment (CSA) Program policies, guidelines and procedures, refer to [Memorandum D23-2-1: 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, refer to [Memorandum D17-1-4: Release of Commercial Goods](#).

Other Government Departments (OGD) requirements can be found throughout the [D19 Memoranda series](#).

Definitions

1. The following definitions apply to this memorandum:

Administrative Monetary Penalties System (AMPS)

A system whereby the CBSA issues monetary penalties to commercial clients for violating the CBSA's trade and border legislation. The purpose of AMPS is to provide



the Agency with a means to deter non-compliance by its clients and to ensure a consistent application of legislation and border regulation.

Advance Commercial Information (ACI)

A set of prescribed electronically transmitted pre-arrival cargo and conveyance data elements sent to the CBSA within prescribed timeframes, for the purpose of facilitating the process of commercial goods and risk assessing threats to health, safety and security prior to the arrival of the shipment in Canada.

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 or shipment. It consists of a grouping of related goods. The cargo is detailed on the bill of lading, 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, exiting or moving within Canada, for example an air waybill (AWB) or form [A8A\(B\) - In Bond - Cargo Control Document](#).

Cargo control number (CCN)

The CCN is a number assigned to a transport document. It uniquely identifies cargo detailed on a cargo submission. The CCN consists of the carrier code followed by a unique reference number assigned by the carrier/representative and cannot contain spaces. The first 4 alphanumeric characters = CBSA approved carrier code.

Cargo/release list (CRL)

A single detailed record of shipments used in place of individual cargo control and release documents.

Cargo transmission

A cargo transmission is the package of cargo data that is transmitted. It is comprised of a CCN for each shipment on the conveyance along with the corresponding cargo data.

Carrier

A carrier is a person involved in an international commercial transportation who reports cargo to the CBSA and/or operates a conveyance used to transport specified goods to or from Canada.

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. It is the unique identifier of carriers for CBSA purposes.

Client

Anyone who:

- sends to the CBSA a collection of information
- 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 follows given the applicable context:

- when a carrier transmits electronic ACI/eManifest data: the name and address of the party to which the cargo/goods are being shipped as shown on the carrier's contract of carriage (for example: bill of lading, air waybill or other shipping document)
- when a freight forwarder provides the CBSA with detailed information pertaining to a consolidated shipment: 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)
- when a freight forwarder provides the CBSA with detailed information pertaining to a deconsolidated shipment: the name and address of the party to which the goods are being shipped as shown on the contract of carriage or commercial sales contract (for example: commercial invoice, bill of sale, or other sales contract)

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 the CBSA on one CCD. A single shipment with the involvement of a freight forwarder, also known as "BACK to BACK", is considered a consolidation.

Conveyance

Any vehicle, aircraft or water-borne craft or any other contrivance that is used to move persons or goods.

Conveyance operating carrier (COC)

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 COC to the CBSA to a certain journey or departure of a means of transport.

Conveyance report

A document used to report the movement of a conveyance to a place inside/outside of Canada.

Conveyance transmission

The package of conveyance data that is transmitted. It is comprised of the CRN along with the corresponding conveyance data.

Courier

A commercial carrier that is engaged in scheduled international transportation of shipments of goods other than goods imported as mail.

Courier low value shipment (CLVS)

Goods being imported under the CLVS program by an approved courier.

Customs Self-Assessment (CSA)

A program designed to simplify import border requirements for low-risk, pre-approved importers, carriers and registered drivers.

Domestic in-transit (highway and rail modes only)

The movement of goods from a point in Canada to another point in Canada through the United States, as well as the movement of goods from a point in the United States to another point in the United States through Canada. This movement is different from an in-transit movement (see definition below).

Electronic Commerce Client Requirements Document (ECCRD)

A document that provides comprehensive information about business and system requirements of various electronic transactions for multiple import and export programs.

Electronic Data Interchange (EDI)

A method to electronically transmit import or export data and accounting documents to the CBSA.

eManifest

A commercial function in which all carriers and freight forwarders transmit ACI about their shipments to the CBSA.

eManifest Portal

A secure data transmission option developed by the CBSA that allows the trade community to electronically transmit their pre-arrival data.



First port of arrival (FPOA)

The port of entry in Canada where a commercial conveyance first arrives from a foreign country.

Flying truck

Air cargo that physically arrives in Canada on a highway conveyance, and moves on the air carrier's waybill.

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 (HCG)

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 [Customs Act](#) if:

- the goods are or will be in the actual possession of a person arriving in Canada
- 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

High value shipment (HVS)

Commercial goods that are valued over the low value shipment (LVS) threshold amount.

House bill

A CCD submitted by a freight forwarder for shipments that have, or will be, deconsolidated from another CCD.

Instruments of International Trade (IIT)

Empty shipper or importer owned containers and also those registered under the 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 foreign goods through Canadian territory from a point outside Canada to another foreign point. This movement is different from the domestic in-transit movement (see definition above).

Lead sheet

A means of reporting a highway conveyance at the FPOA.

Low value shipment (LVS)



Commercial goods with a value for duty not exceeding the threshold amount.

Multi-modal movement

A cargo documented on a transport document (for example, AWB, bill of lading) used for a specific mode of transportation, but arrives in Canada using a different mode of transport.

Other government department (OGD)

Other government departments and agencies such as the Canadian Food Inspection Agency (CFIA) or Global Affairs Canada (GAC). Refer to [Other government departments and agencies: Reference list for importers](#).

Overage

Any excess in the number of pieces transmitted in the same shipment and found by the carrier or freight forwarder post arrival.

Port of report

The port where cargo physically arrives in Canada at the FPOA. It is where the conveyance, specified goods and/or persons are expected to arrive in Canada.

Pre-arrival

Prior to a conveyance or cargo arriving in Canada.

Pre-Arrival Review System (PARS)

PARS is a service option for the release of commercial goods which can be transmitted pre or post arrival. PARS allows importers and customs brokers to submit interim accounting documentation to the CBSA for review and processing to obtain release of commercial goods.

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) Message

A system message sent to the client regarding the status of cargo of the release.

Re-manifest

A new CCD, with a new CCN, which is presented to change a CCD that had previously been submitted to the CBSA.

Shipment

- a shipment for which a carrier 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 carrier and that relates to the carriage of those goods



- 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
- 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

Shipper/consignor

Name and address of the person shipping the goods as stipulated on the contract of carriage (for example, a bill of lading, AWB, commercial invoice, other shipping document or sales contract, etc.).

Shortage

Where ACI/eManifest data was transmitted and a quantity of goods was initially reported upon arrival at the FPOA, and subsequently the number of pieces found, by the freight forwarder or carrier, is less than the number of pieces reported to the CBSA pre-arrival and upon arrival.

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 unreleased commercial goods.

Specified goods

Under the [Reporting of Imported Goods Regulations](#), specified goods includes 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:

- 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 [Customs Act](#) if:
 - the goods are or will be in the actual possession of a person arriving in Canada
 - 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
- mail
- 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
- 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
- an emergency conveyance or goods that are transported on board that conveyance



- a conveyance that returns to Canada immediately after being denied entry to the United States or goods that are transported on board that conveyance

Warehouse Arrival Certification Message (WACM)

An electronic arrival message sent by sufferance warehouse operators to the Canada CBSA when unreleased cargo physically arrives in their sufferance warehouse and liability for the cargo has transferred from the carrier to the sufferance warehouse.

Guidelines

General

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 Advance Commercial Information (ACI)/eManifest data pertaining to specified goods and conveyances entering or moving in-transit through Canada.
3. Except as otherwise prescribed in the *Customs Act*, the *Reporting of Imported Goods Regulations* and the *Transportation of Goods Regulations*, all goods that are imported or moving in-transit through Canada must be reported to the CBSA at the FPOA in Canada, even when exempt from the requirement to provide ACI/eManifest notification. The requirement to report cargo and conveyances to the CBSA is effected electronically, orally or in writing in the prescribed manner as described in the *Reporting of Imported Goods Regulations*.
4. The receipt of cargo control information enables the CBSA to:
 - effectively manage high risk goods and identify threats to health, safety security prior to the arrival of cargo and conveyances in Canada
 - allow low risk goods a more efficient, stream-lined process at the border
 - control the movement of in bond goods
5. Submission of this ACI/eManifest data within prescribed 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 the 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 CCNs of the related cargo transmissions. This message will serve as the carrier’s “proof of report”.

Carrier identification requirement

7. 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.



8. 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 the FPOA, goods that are in bond or in-transit through Canada. This carrier code must be shown on all CCDs or provided in the EDI transmissions.
9. The carrier code forms the prefix of the bar codes, 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: The carrier code must always be at the beginning of the CRN and CCN and the unique shipment 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.
10. CRNs must have the CBSA assigned carrier code of the legal entity (carrier) physically arriving at the border.
11. For information pertaining to carrier code requirements and how to obtain a carrier code, refer to [Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods](#).

Security requirements

12. A highway carrier wanting to become bonded under general authorization must file security in a format as outlined on the [Highway Carriers](#) page.
13. To become a bonded carrier or freight forwarder security must be filed in accordance with *Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods*.
14. Non-bonded carriers must obtain release of goods at the FPOA, unless the carrier:
 - posts a single trip bond to cover the inland movement of the goods
 - links the bonded ACI/eManifest cargo to the non-bonded carrier's CRN
 - re-manifests the goods to a CBSA bonded carrier for furtherance to an inland CBSA office for accounting

Single trip authorizations

15. Carriers who hold a non-bonded carrier code, not requiring a general authorization bond, 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 Highway Carriers page.



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 CAD \$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 CCD 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 (BSO) 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 [A8A\(B\) - In Bond - Cargo Control Document](#), using a different CCN. CBSA at the FPOA will acquit the electronic cargo with the in bond CCN (re-manifest), and the cargo will proceed inland on the paper CCD.

Carrier obligations

23. As per section 7.1 of the *Customs Act*, carriers are liable to ensure all information provided to the CBSA, including ACI/eManifest 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 (for example, bills of lading, invoices, contract of carriage) and made available to the CBSA upon request.

Liability

24. For information on the carrier's liability pertaining to ACI/eManifest information, refer to *Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods*.

Record keeping

25. In addition to the records required to be maintained for other CBSA programs, every person who transports goods or causes goods to be transported into



Canada or transports or causes to be transported within Canada goods that have been imported but have not been released 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, in paper and/or electronic format, specifically related to the individual data elements transmitted.

26. For CBSA purposes, records by means of which the person gives the Agency information under subsection 12.1(1) of the *Customs Act* must be kept for a period of 3 complete calendar years plus the year during which the data was transmitted.

Monitoring

27. 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 ACI/eManifest information transmitted is true, accurate and complete and corresponds to the information contained on the source documents on file. This includes the use of exceptions/exemption codes.

Contract of exclusivity

28. ACI/eManifest cargo and conveyance identifiers have removed the requirement for letters of authority when using another carrier to transport the goods across the border. 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 contract with the carrier who's carrier code is quoted on the CRN.
29. A highway carrier may authorize a contracted carrier to report goods using their carrier code when the contracted carrier is operating under a dedicated equipment contract with the authorizing carrier.
30. Where the authorizing carrier uses a contracted carrier to transport goods into Canada, the carrier code of the authorizing carrier must form the first 4 digits of the CRN.
31. The key points in the identification of a contracted carrier are the existence of a contractual agreement and the dedicated use of equipment. Contracted carriers meeting this definition are essentially an extension of the authorizing carrier as shown in the following examples:
 - the contracted equipment may exhibit the logo of the authorizing carrier
 - the contracted equipment is part of the equipment list of the authorizing carrier
 - drivers are trained on and subject to the policies and procedures of the authorizing carrier



- the authorizing carrier dispatches, keeps all records and has control over the drivers and dedicated equipment for the duration of the contract
 - during the term of the contract, the contracted carrier may not use equipment dedicated exclusively to the authorizing carrier to move freight for any other carrier, including its own company
32. There are various ways the carrier can prove the relationship exists, including having a copy of the contractual agreement in the conveyance, or in its absence, a letter of exclusivity, would also provide indisputable proof of the relationship provided it contained the following:
- company letterhead
 - start date and expiry date
 - name and address of the company that is hired under exclusive contract (contracted carrier)
 - name and address of the company that is hiring under exclusive contract (authorizing carrier)
 - authorized signature, title, and telephone number of hiring company
 - a statement that company is hired under exclusive contract
 - address of company that is hired under exclusive contract
 - authorized signature
33. This letter of exclusivity does not replace the need for a contract and equipment listing, which must be on file with both parties and provided to the CBSA upon request.

Cargo control documentation requirements

34. Paper manifests are generally not required at the FPOA when the carrier is providing ACI/eManifest cargo data that is linked to a CRN. However, paper manifests (A8A(B) - In Bond-Cargo Control Document) 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, refer to [Chapter 4: Advance Commercial Information \(ACI\)/eManifest Highway \(ECCRD\)](#) and under the heading of “Unique shipment processes” of this memorandum.
35. Highway carriers transporting in bond commercial shipments are required to have a CCN in bar-coded format using their own unique carrier code on the CCD. Bar code specifications for the CCN may be found in the Appendix C of *Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods*.
36. The carrier may use the standard CBSA form A8A(B) - In Bond-Cargo Control Document available in fillable/savable format on the [Forms](#) page. Carriers using fillable form A8A(B) are required to use bar-coded CCN labels and apply them to the form once printed. Alternatively, the carrier may have CCDs 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: Policy Respecting the Importation and Transportation of Goods*.

Cargo reporting and control procedures

37. The cargo data 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 ACI/eManifest requirements, see Chapter 4: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).
38. As a means of reporting the conveyance at the first port of arrival (FPOA), when the COC and shipment arrive at the border, the driver is required to provide a lead sheet to the BSO. The lead sheet will contain:
 - paper document containing, at minimum, a bar-coded CRN (**Preferred option**)
 - paper document containing, at a minimum, a bar-coded CCN with a handwritten CRN
39. The COC may choose to use the printable lead sheet available through the eManifest Portal or create their own lead sheet as long as they respect the lead sheet requirements outlined in this memorandum.
40. The driver will present a lead sheet which contains either a bar-coded CRN or a bar coded CCN with a hand written CRN. The lead sheet should not be presented on an invoice, bill of lading or any other document normally presented by carriers for release purposes. It is recommended that for all non-PARS releases, the words “eManifest Lead Sheet” or “Portal Lead Sheet” be printed on the document presented.
41. The CBSA requires a bar-code to allow the number to be scanned quickly and accurately into the CBSA system and to link to the corresponding ACI/eManifest data that has been transmitted electronically.
42. If the carrier is presenting a PARS document for release at the FPOA, the driver may present, as a lead sheet, the required PARS documentation with a bar coded CCN and a hand written CRN on the PARS document. If the PARS is in good standing and is released at the FPOA, the BSO will stamp the PARS documentation. This will serve as paper proof of report and proof of release which satisfies the requirement to maintain books and records.
43. In a failed PARS scenario (for example, release is not on file or has been rejected) and the carrier chooses to move in bond, the carrier must present an A8A(B) - In Bond – Cargo Control Document as proof of report.



44. 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 arrived in Canada.
45. Carriers must advise their drivers as to what documentation is necessary to present for a lead sheet, and what is necessary for the purposes of stamping for proof of report and proof of release. If the carrier maintains electronic records for proof of report and/or proof of release, **stamped** paper document(s) may not be necessary.

Acceptable examples of proof of report:

- a stamped eManifest lead sheet
- a section 12(1) report from the eManifest Portal
- an eManifest Reported Notice. Carrier must register with Technical Commercial Client Unit (TCCU) to receive notices
- an eManifest Reported Notice through a third party service provider. Carrier must register with the TCCU to receive notices

Acceptable examples of proof of release:

- a CBSA stamped invoice, bill of lading, PARS Consist/Stack manifest (for the FPOA release utilizing the PARS release process only)
 - a RNS message received directly from the CBSA system as an RNS participant or received through intermediary of a dedicated service provider
 - a deconsolidation notice received directly from the CBSA, or a copy of a deconsolidation notice received from a freight forwarder or carrier. For additional information, refer to [Memorandum D3-3-1: Freight Forwarder Pre-arrival and Reporting Requirements](#)
 - ACI/eManifest notices, a released notice or a CSA Authorized to Deliver notice received directly from the CBSA system
46. In bond shipments that have not been sealed by the CBSA at the FPOA may be offloaded into a highway frontier examining warehouse, highway sufferance warehouse, or they may be transferred from one vehicle to another for furtherance without CBSA supervision. Carriers may proceed to their own terminal before delivering the freight to the authorized release point for CBSA clearance.

Cargo control number and conveyance reference number reuse timeframes

47. Highway CCNs and CRNs must be unique and cannot be reused for three years starting January 1st of the year following their initial use.

Electronic communications with the CBSA



48. Carriers must transmit data using the CBSA's 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(2) of the *Customs Act*.

Application to transmit electronic data to the CBSA

49. Carriers using EDI are required to complete an application form and submit it to the Technical Commercial Client Unit (TCCU).
50. 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, refer to the [Communication Methods](#) page.
51. 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: Advance Commercial Information (ACI)/eManifest Highway (ECCRD), contact the TCCU at:

Technical Commercial Client Unit (TCCU)

- Phone: 1-888-957-7224 (Canada and United States)
 - Option 1 for EDI transactions
 - Option 2 for technical portal assistance
- Email: tccu-ustcc@cbsa-asfc.gc.ca

eManifest Portal

52. The eManifest Portal features many self-serve functions allowing highway carriers to:
- securely transmit trade data to the CBSA
 - confirm receipt of information
 - verify status of the trade data, whether it is transmitted through the portal or by electronic means
 - receive system messages from the CBSA updating users on important information related to their cross-border carrier activities
 - access [online help](#) and reference material

53. Further information can be found on the [eManifest Portal](#) page.

Domestic in-transit shipments

United States domestic goods transiting through Canada and Canadian domestic goods transiting through the United States



54. Highway carriers transporting goods from one point in the United States to another point in the United States via Canada must be a CBSA bonded carrier, or must obtain a single trip authorization with the CBSA prior to moving through Canada. For information on filing security for a single trip, see the section on single trip authorization above and the Highway Carriers page.
55. Form [A8B - United States – Canada Transit Manifest](#) is used by the CBSA as the CCD for either United States or Canadian cargo transiting the other country's territory.
56. You can order copies of form A8B - United States – Canada Transit Manifest by contacting the National Distribution Forms Centre at: forms-formulaires@cbsa-asfc.gc.ca.
57. 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:
- at the FPOA in Canada, the driver presents four copies of form A8B - United States – Canada Transit Manifest as follows:
 - original (white) – arrival copy
 - 2nd copy (blue) – exit copy
 - 3rd copy (green) – re-entry copy
 - 4th copy (pink) – carrier copy
 - the BSO 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
 - 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 United States Customs and Border Protection (U.S. CBP) office of re-entry. Acquitted copies are filed numerically
 - 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. CBP at the office of re-entry
 - the carrier reports to the U.S. CBP upon re-entering the United States. A U.S. CBP 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. CBP
58. The procedure for Canadian goods in-transit from one point in Canada to another point in Canada through the United States is as follows:
- at the FPOA in the United States, the driver presents four copies of form A8B - United States – Canada Transit Manifest as follows:
 - original (white) – arrival copy



- 2nd copy (blue) – exit copy
 - 3rd copy (green) – re-entry copy
 - 4th copy (pink) – carrier copy
 - the U.S. CBP 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
 - 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
 - the goods are sealed with either company seals or U.S. CBP 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
 - the carrier reports to the CBSA upon re-entering Canada. A BSO 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
59. 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.
60. Equipment switching during the in-transit move is not permitted, unless there are unforeseen circumstances such as breakdown or accident. These irregularities must be reported to the CBSA.
61. Should the carrier submit ACI/eManifest cargo and conveyance reports for domestic in-transit shipments, no A8B - United States – Canada Transit Manifest or seal is required. The movement is considered an import movement for CBSA purposes, and the load does not require sealing unless required by the BSO.
62. If the in-transit movement is regulated by Canadian Food Inspection Agency (CFIA) a paper release process is required as per [Memorandum D19-1-1: Food, Plants, Animals and Related Products](#). The transmission should include “In-transit” in the special remarks field.

Conveyance reporting with in-transit cargo

63. Highway carriers arriving only with goods moving in-transit will be exempt from the mandatory provision of ACI/eManifest information. The CBSA will not issue AMPS penalties for failing to electronically transmit in-transit conveyance data.

In-transit shipments

Cargo transiting through Canada to/from foreign/offshore



64. In bond goods arriving at a Canadian airport or seaport destined for the United States, or goods arriving at the land border for an outward movement from a Canadian airport or seaport cannot be documented on form A8B - United States – Canada Transit Manifest. Refer to [Memorandum D3-2-1: Air Pre-arrival and Reporting Requirements](#) for information on the documentation for air shipments. For marine shipments, refer to [Memorandum D3-5-1: Marine Pre-load/Pre-arrival and Reporting Requirements](#).
65. Goods moving in-transit through Canada arriving by one mode of transportation and transferred to another mode of transportation for the outward movement do not get documented on form A8B - United States – Canada Transit Manifest. For documentation procedures in modes other than highway, refer to *Memorandum D3-2-1: Air Pre-arrival and Reporting Requirements* for air 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

66. 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.
67. All cargo data must be accepted by the CBSA 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.
68. Electronic cargo submissions must be transmitted with an applicable movement type/service option, as found in Chapter 4: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).
69. A sub-location code is conditional for shipments requesting release at the FPOA. This option is to provide a secondary (inland) port of release should the shipment not be able to obtain release at the border (for example, 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 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, the release of the cargo 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: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).



Conveyance data

72. The COC 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*. There are some exceptions to this requirement and they are found in Chapter 4: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).
73. All cargo data must be accepted by the CBSA 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.
74. For an empty conveyance, an “empty” indicator must be used to indicate a conveyance with no cargo.
75. The COC may use any frontier highway port of report, subject to local restrictions.
76. A complete list of the information that must be included in the conveyance data can be found in Chapter 4: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).

Multi-modal movements

77. 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.
78. A multi-modal movement is cargo documented on a transport document (for example, waybill) used for a specific mode of transportation, but arrives in Canada using a different mode of transport.
79. The COC will be required to electronically transmit the multi-modal cargo data within the prescribed timeframes specific to the transportation mode used to physically transport the goods into 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 COC 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 timeframes.

Cargo and conveyance transmission timeframes

80. 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*.



81. In the highway mode, the conveyance and cargo information for specified goods must be received and validated, by the CBSA within 30-days and no later than one hour before arrival at the FPOA, as outlined in the *Reporting of Imported Goods Regulations*.
82. 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 the AMPS may be applicable.
83. For exemptions from cargo and conveyance data requirements, refer to Chapter 4: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).

Sealing of conveyances

84. The sealing of conveyances and containers is only required for the following specific CBSA circumstances:
 - carriers who must meet sealing requirements as participants of the CBSA’s trusted trader programs. For more information on sealing requirements for trusted traders, refer to [*Memorandum D23-1-1: Partners in Protection Program*](#)
 - cargo that is controlled or regulated by any Act of Parliament
 - domestic in-transit movements moving on A8B form to the point of final export
 - movement of conveyances and containers from the FPOA to a CBSA examination location
 - at the discretion of the BSO
85. With the exception of cargo that is controlled or regulated by any Act of Parliament, bonded carriers will be allowed to move without seals between inland sufferance warehouses, where the cargo has been amended or re-manifested.
86. If a trailer/container/vehicle or part thereof that contains in bond goods is sealed with a company seal, the seal number must be transmitted correctly on ACI/eManifest conveyance transmission.
87. 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. Carriers approved in the Partners in Protection (PIP) and/or Free and Secure Trade (FAST) programs must ensure that the conveyance is sealed as per the requirements outlined in *Memorandum D23-1-1: Partners in Protection Program*.
88. Where an examination of the cargo and conveyance cannot be conducted at the FPOA, the CBSA will affix CBSA seals at the FPOA for examination at destination. The load must be delivered to the release point with the CBSA seals intact.
89. Where the size, nature or routing of the shipment makes sealing of the vehicle impracticable, other measures of examination 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 Control, by the examining BSO. Where the BSO 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.

90. A BSO may permit a load to be moved in bond to destination under convoy of a BSO, 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.
91. The CBSA reserves the right to seal any conveyance, container, or compartment at any time.

ACI/eManifest exemptions

92. This section will outline circumstances in which ACI/eManifest cargo and/or conveyance data is not required under section 12.1 of the *Customs Act*. A complete list is found in Chapter 4: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).
93. 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: Advance Commercial Information (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 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

94. The following are the exemptions from cargo and conveyance data sets:
 - 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
 - CSA shipments (full load of CSA shipments) – for eligible goods that meet the requirements under section 10.2 of the [*Accounting for Imported Goods and Payment of Duties Regulations*](#)



- U.S. 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 United States by the U.S. CBP, at the same port of entry/exit
- 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
- military goods on board a military owned or leased conveyance
- bobtails
 - For example, tractor with no trailer or semi-trailer; which excludes tractor-trailers or any other ‘complete’ truck, for example, 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
 - not being imported
 - just the tractor component of a tractor and trailer combination
- mail (Canada Post, United States Mail, International) – full load only
- hand-carried goods (HCG)
- CSA carriers with empty conveyances with a driver approved by the [Canadian Driver Registration Program/Free and Secure Trade \(CDRP/FAST\)](#) and passengers, if applicable

Exemptions from cargo data – only conveyance data required

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

- goods that are being imported into Canada under the CLVS program by an approved courier
Note: Low value shipments not imported under the CLVS Program require advance cargo and conveyance data
- IIT 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
- domestic in-transit movements, when using the A8B paper process, as outlined in this memorandum



- mail (Canada Post, United States Mail, International) – as part of a mixed load
- flying trucks, for example, air cargo that arrives in Canada on a highway conveyance
- 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
- 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

96. The following highway specific processes are not exempt from ACI/eManifest data; however the reporting or ACI/eManifest requirements differ in some manner.

Empty conveyances

97. Empty conveyances require a conveyance transmission with an indicator identifying the conveyance as being empty. However, highway carriers who arrive at the FPOA with empty conveyances, and who have not transmitted ACI/eManifest data will not receive AMPS for failing to transmit ACI/eManifest for that empty conveyance, until further notice. During this period, carriers arriving with no specified goods will be exempt from the mandatory provision of ACI/eManifest information.
98. If, due to logistical constraints the carrier is unable to physically provide the driver of the empty conveyance with the required bar-coded lead sheet to report the conveyance, the following process will be accepted by the CBSA:
- carriers may transmit multiple conveyance reports in advance, and maintain a supply of pre-printed lead sheets in the company's conveyances
 - when it is determined that a conveyance will be returning to Canada empty, the carrier will send a correction (pre-arrival change) to one of the conveyance reports already transmitted, with the correct data for that conveyance
 - the driver will present the lead sheet to the CBSA at the time of arrival
99. This process described above does not apply to highway CSA carriers who arrive at the FPOA with empty conveyances. The existing process for CSA highway carriers will continue as described in CBSA [Memorandum D23-2-1: Customs Self Assessment Program for Carriers](#).

Refused shipments



100. Shipments refused admission at the FPOA are to be returned immediately to the United States.

Tow trucks

101. A tow truck operator is eligible for a carrier code. The tow trucks policy with respect to ACI/eManifest requirements are as follows:

Scenario	Reporting Requirement
Empty tow truck	Verbal report. No ACI/eManifest required
Towing a disabled non-commercial vehicle (for example, private automobile)	Verbal report. No ACI/eManifest required.
Towing a disabled tractor	Carrier/owner of disabled vehicle may transmit empty conveyance data to CBSA. ²
Towing an empty trailer	Carrier/owner of disabled vehicle may transmit empty conveyance data to the CBSA. ²
Towing a loaded trailer	Carrier/owner of disabled vehicle will transmit cargo and conveyance ¹ ACI/eManifest data to the CBSA.

¹ If there is a trailer loaded with cargo (no power unit/tractor) being towed, only cargo data is required. The CCN (in bar coded format) must be provided to the tow truck operator for reporting the cargo at the border.

² CSA approved carriers are not required to transmit empty conveyance data to the CBSA.

Courier low value shipment (CLVS)/ low value shipment (LVS) requirements

102. Shipments that qualify and are reported under the CLVS program are exempt from ACI/eManifest cargo requirements. ACI/eManifest electronic conveyance data transmission to the CBSA is still required, quoting the appropriate cargo exception code. For additional information concerning the CLVS program, refer to [Memoranda D17 series](#).

103. Should cargo previously reported under the CLVS program be removed from the CLVS cargo release list (CRL) post arrival through the issuance of form BSF243, reject document control by the CBSA, or post arrival by the courier, the client is not to transmit ACI/eManifest data. The cargo must be “arrived” by the



warehouse operator by submitting a WACM prior to obtaining the release. If cargo is removed from the CLVS program prior to arrival a full ACI/eManifest data is required.

Transborder air shipments in highway service (flying trucks)

104. Where air cargo is being transported by a highway carrier, it is the highway carrier that will transmit their ACI/eManifest conveyance data to the CBSA (within the prescribed highway timeframes), quoting the flying truck cargo exception code. Cargo information will be presented at the FPOA in the form of paper AWBs. In the case of a non-bonded airline, the highway carrier will transmit both ACI/eManifest cargo and conveyance data and the shipment will no longer be considered a flying truck. Highway carriers will require a paper AWBs for the air shipments on board the highway conveyance. No ACI/eManifest data is required from the air carrier. For more information on flying trucks, refer to *Memorandum D3-2-1: Air Pre-arrival and Reporting Requirements* and *Memorandum D3-3-1: Freight Forwarder Pre-arrival and Reporting Requirements*.

Ancillary equipment

105. Ancillary equipment as defined in the definition section of this memorandum, is not required to be transmitted to the CBSA if it is not imported into Canada as a commodity.

Overages/shortages

106. Where there are discrepancies between transmitted data and/or reported cargo and the actual number of pieces found on arrival, the process documented in the *Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods* must be followed.

Customs Self-Assessment (CSA) shipments

107. Transmission of ACI/eManifest CSA cargo data is optional when part of a full load of CSA shipments. If CSA-eligible goods are included on an ACI/eManifest cargo transmission, the business number of the approved CSA importer along with all other ACI/eManifest 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 D23-2-1: Customs Self-Assessment Program for Carriers*.

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

One conveyance – multiple trailers – one shipment

108. 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



the conveyance report, and the description or special instructions field of the cargo report will indicate the number of pieces and trailers comprising that shipment, for example, “100 pieces contained in two trailers”.

Dangerous commodities

109. 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*](#).

110. ACI/eManifest 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.

Other unique shipping processes

111. Other unique shipment processes are referenced in *Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods*. They are as follows:

- goods found astray (misrouted goods)
- non-resident importer
- transporting “to order” shipments
- moving company and personal effects
- entered to arrive (ETA) and value included (VI) shipments
- ship’s stores
- duty free shops (goods imported by duty free shops)
- carnet and other temporary imports
- unscheduled emergency diversion – goods moving within Canada

Sub-location code

112. Sub-location codes are data elements that carriers and freight forwarders must include on all CCDs for import and in-transit shipments (FPOA-destined non-consolidated highway cargo are exempt).

113. The sub-location code is a four-digit identification number that identifies the location of goods, (for example, sufferance warehouse) where the goods are destined or will be destined in case they are referred, and are utilized by the CBSA to send appropriate electronic notifications.

114. For in bond movements, the sub-location code on release requests is a mandatory data element. The sub-location code on a release request should match the sub-location code on a cargo document.



115. In some instances, goods arriving in Canada, are not destined to a sufferance warehouse (for example, frontier-destined shipments in the highway mode). In these instances, a specific sub-location code cannot or is not provided by the carrier, and a generic (9000) code is allowed to be used instead.
116. The 9000 generic sub-location code is formulated by a 9 + the CBSA Port Code. For example, Toronto is port code 495 so the generic sub-location would be 9495.
117. The use of 9000 generic sub-location code is permitted on cargo destined to the FPOA in highway. A sub-location code is not required for non-consolidated highway cargo destined to the FPOA.
118. If the carrier or freight forwarder uses a generic sub-location code, it must correspond with the CBSA customs office where the goods are destined.
119. For a list of generic sub-location codes, visit: [Customs office generic sub-location codes](#).

Settler's effects

120. Settler's effects moving by commercial carrier may clear at the FPOA or move in bond.
121. Settlers' effects moving in bond are not required to be delivered to a highway sufferance warehouse, but may proceed directly to the designated CBSA office at destination using the generic sub-location code for that office.
122. Prior to destining settlers' effects to a customs office, the office should be contacted to ensure they have the space, infrastructure and ability to clear settlers' effects on a commercial highway conveyance.

In bond movement

Notice of arrival

123. On arrival at the inland destination, the warehouse operator will electronically arrive the unreleased cargo with a WACM, transferring liability of those goods from the carrier to the warehouse. For more information on WACM, refer to *Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods*.
124. Where a complete load consists of a commodity that may, by the CBSA authority, proceed directly to the authorized facility (for example, liquor, tobacco products for licensed manufactories), the warehouse operator's copy CCD (or electronic equivalent) 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.

Movement and cargo control of unreleased goods in Canada

125. Cargo arriving by highway for furtherance inland under highway cargo control must be delivered to a sufferance warehouse authorized to receive the goods as per [Memorandum D4-1-4: Customs Sufferance Warehouses](#) unless exempted from this requirement. A list of exemptions is contained in *Memorandum D3-1-1: Policy Respecting the Importation and Transportation of Goods*.
126. Cargo may be transferred to another licenced sufferance warehouse authorized to receive the goods within the same CBSA office jurisdiction or to another CBSA office after a re-manifest is approved by the CBSA.
127. In situations where cargo must be re-manifested (for example, a change in liability or a change to the destination on the previous cargo document), a new CCD, form A8A(B), In Bond – Cargo Control Document, otherwise known as a re-manifest, must be presented to the CBSA before the goods are allowed to proceed. The re-manifest must be presented at the CBSA office where the goods are located. The information shown on the re-manifest must match the information on the original cargo transmission. Re-manifests will be approved when the previous CCN is in an arrived status. Any discrepancies must be approved by the CBSA office where the goods are located. The re-manifested CCD must have a new CCN with the original CCN notated in the "previous cargo control number" field.

Note: Consolidated shipments cannot be re-manifested.

128. The carrier code appearing in the "carrier code/cargo control number" field of the re-manifested CCD represents the carrier who is liable for the goods.
129. In the case where the original cargo is to be split for furtherance to more than one destination, or split for furtherance for export on multiple conveyances, re-manifests (multiple A8A(B)s, In Bond - Cargo Control Document) are to be prepared for each portion of the shipment, by destination. All the re-manifest CCDs for the total quantity of the original cargo transmission must be presented to the CBSA at the same time.
130. All copies of the re-manifest A8A(B)s - In Bond - Cargo Control Document must be presented to the CBSA. The mail and station copies of the re-manifest A8A(B)s will be retained by the CBSA, and the remaining copies will be returned to the carrier. The original CCN will be manually acquitted in the CBSA systems with the new re-manifest number.
131. Consolidated shipments may be transferred from a highway sufferance warehouse to a sufferance warehouse authorized to deconsolidate as per *Memorandum D4-1-4: Customs Sufferance Warehouses*. For more information on electronic house bills and movement between warehouses, refer to



Memorandum D3-3-1: Freight Forwarder Pre-arrival and Reporting Requirements.

132. Consolidated shipments consigned to a bonded freight forwarder and reported by the primary carrier at the FPOA, may be authorized by the CBSA to move directly to the sufferance warehouse authorized to deconsolidate as per Memorandum D4-1-4: *Customs Sufferance Warehouses*. Refer to Memorandum D3-1-1: *Policy Respecting the Importation and Transportation of Goods* and Memorandum D3-3-1: *Freight Forwarder Pre-arrival and Reporting Requirements*, for the required conditions.
133. Cargo arriving by air, rail or marine mode moving in bond under highway cargo control must be re-manifested at the primary sufferance warehouse, and delivered to the destination sufferance warehouse.
134. Containers arriving under highway cargo control moving in bond for export may be delivered to the exporting sufferance warehouse providing they remain intact, and the highway cargo control transmission indicates the goods are for export.

Notifications and error messages

135. All ACI/eManifest data received will be validated and processed through the CBSA's systems, and the CBSA will transmit response messages back to the sender. Notices are sent via the same route as the incoming transmission.
136. There are two types of response messages clients can expect to receive from CBSA systems when submitting ACI/eManifest data:
 - positive responses
 - error responses
137. Positive responses are issued in the form of "acknowledgements". Acknowledgements are generated when the EDI transmission has successfully passed all syntactical, and validation edits.
138. 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. The rejected report will be considered by the CBSA as non-transmission of the conveyance and/or cargo data until the identified errors have been addressed and the data is in "accepted" status by the CBSA system.
139. For a complete description of all notifications, response timeframes, error messages and codes and their application, as well as hold for information notices, refer to the [Electronic Commerce](#) section of the CBSA website or Chapter 4: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).

Manifest forward



140. 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.
141. For more information on manifest forward, refer to [Chapter 11: Advance Commercial Information \(ACI\)/eManifest Notices \(ECCRD\)](#).

Corrections

Corrections to cargo and/or conveyance data

142. Changes or amendments to cargo and/or conveyance data shall be made as soon as they are known, as per Chapter 4: Advance Commercial Information (ACI)/eManifest Highway (ECCRD).

Add/change/delete (cancel)

143. An "add" is used for the transmission (original) of ACI/eManifest data, whether it is cargo or conveyance data. It must be transmitted within the timeframes as prescribed in the *Reporting of Imported Goods Regulations*.
144. A "change" involves the ACI/eManifest re-transmission of the entire record (all applicable data elements), which will then replace the entire record on file. 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.
145. 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.
146. 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 (for example, CCN or CRN and whether the record is a cargo or conveyance) must be identical.
147. 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 and conveyance can be cancelled. Un-arrived cargo records are to be deleted (cancelled) if unused within 90 days.

Post arrival amendments

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



149. Amendments to cargo data (post arrival) must be made as soon as they are known. Electronic amendments by carriers will be allowed up to the point of acquittal of the cargo. Requests for amendments after the cargo has been acquitted must be presented to the CBSA office by presenting form [BSF673 - House Bill, Cargo and Conveyance Manual Amendment Form – Post Arrival - All Modes](#).
150. Some key data elements cannot be electronically amended or deleted post arrival. If amendments/deletions to these data elements are required, the online form BSF673 must be completed. Carriers/freight forwarders have up to 90 days to present the correction request to the CBSA commercial office.
151. In circumstances where an immediate correction is required when the conveyance has arrived and reported at the FPOA (for example, driver waiting scenario), a completed form BSF673 (in duplicate) can be presented to the FPOA for processing in order to facilitate the furtherance of the conveyance and/or processing of cargo as long as:
- the house bill close message corrections have been included
 - the title of the form has been changed to reflect its extended purpose

Failure to submit ACI/eManifest information

152. The CBSA requires complete information pertaining to all specified goods arriving in Canada. Where no ACI/eManifest 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 ACI/eManifest data was transmitted, and for which no report was made to the CBSA, AMPs may be issued to the carrier for non-report.
153. When the conveyance is known, the CRN must also be amended to add this post arrival cargo.
154. 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.

Contingency plan in the event of system failure

155. The CBSA [System Outage Contingency Plan](#) sets out the procedures for importing commercial goods in the event of a full CBSA system outage in all modes.
156. Clients may contact the TCCU at **1-888-957-7224** for additional clarification.

Penalty information



157. For information on administrative monetary penalties, refer to [Memorandum D22-1-1: Administrative Monetary Penalty System](#). Information on AMPS is also available on the [AMPS web page](#).
158. Other administrative sanctions, such as the revocation of program privileges and penalties of OGD, may also be applicable.



Appendix A: Completion instructions for form A8B - United States – Canada Transit Manifest

1. Carrier In-Transit through Canada – Check off this box.
2. State/Province Licence Plate No. – Indicate the vehicle identification number, for example, 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 – Indicate the name of the office of the country the carrier originally leaves from.
7. Port of Re-entry – Indicate the name of the office of the country the carrier returns through.
8. Canada Permit No. – An in-transit manifest series number assigned by the CBSA.
9. CBSA Bond No. – Bonded carriers should indicate their CBSA assigned carrier code. For single trip bonds, indicate the authorization number as shown on Form E370, Application to Transact Bonded Carrier and Forwarding Operations.
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 – To be filled out by the border services officer (BSO) at the CBSA office where the vehicle has entered Canada on the date of the entry).
13. CBSA Seal Numbers / Initials of CBSA officer – the CBSA will verify seal numbers and the BSO 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 custom officer – The BSO 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.



Appendix B: Completion instructions for form BSF673 - House Bill, Cargo and Conveyance Manual Amendment Form – Post Arrival – All Modes

1. Corrections to a transmission must be made by the client as soon as it is known. Clients can make corrections at any time prior to the arrival of the conveyance.
2. This form is to be used in all modes by carriers, freight forwarders and/or their agents who are requesting a correction or deletion to a key data element in their electronic cargo or conveyance transmission post-arrival.
3. This form is to be used in all modes by carriers, freight forwarders, warehouse operators and/or their agents who are requesting a correction or cancellation when cargo and/or conveyance have been arrived in error.
4. Key data elements that may be corrected or deleted using this form are:
 - conveyance reference number (CRN)
 - cargo control number (CCN)
 - house bill number
 - house bill close message
 - Customs Self-Assessment (CSA) indicator
5. **For the air and marine modes:** To correct an air or marine CRN, the client must first update each related cargo document to reflect the correct CRN and then submit CBSA Form BSF673 to the CBSA.
6. To change the CSA indicator on a cargo document from a N to Y, the client must present the completed CBSA Form BSF673 with supporting documentation.
7. "WACM / CACM" field on the CBSA Form BSF673 will be used when cargo and/or conveyance have been arrived in error.
8. Clients are required to present two copies of the completed form to the CBSA commercial office.
9. In those circumstances where an immediate correction is required **when the conveyance has been reported at the port of entry, and the driver is waiting**, two copies of a completed CBSA form BSF673 can be presented to the port to allow the furtherance of the conveyance.
10. A valid reason for the requested correction and/or deletion must be provided. The CBSA will validate the request and complete the bottom section and return a copy to the client for their records. The CBSA office will retain the other copy of the form.
11. Carriers, freight forwarders or their agents are required to re-transmit the corrected replacement data within five (5) business days.
12. Supporting documents relating to the amendments request may be required by CBSA personnel.



References

Consult these resources for further information:

Applicable legislation

[Customs Act](#)

[Reporting of Imported Goods Regulations](#)

[Transportation of Goods Regulations](#)

[Export and Import Permits Act](#)

[Customs Tariff](#)

[Canadian Transportation Accident Investigation and Safety Board Act](#)

[Accounting for Imported Goods and Payment of Duties Regulations](#)

[Transportation of Dangerous Goods Regulations](#)

Related D memoranda

- [Memorandum D1-7-1: Posting Security for Transacting Bonded Operations](#)
- [Memorandum D3-1-1: Policy respecting the importation and transportation of goods](#)
- [Memorandum D3-2-1: Air pre-arrival and reporting requirements](#)
- [Memorandum D3-3-1: Freight forwarder pre-arrival and reporting requirements](#)
- [Memorandum D3-5-1: Marine pre-load/pre-arrival and reporting requirements](#)
- [Memorandum D3-6-6: Rail pre-arrival and reporting requirements](#)
- [Memorandum D4-1-4: Customs sufferance warehouses](#)
- [Memorandum D19-1-1: Food, plants, animals and related products](#)
- [Memorandum D19-13-5: Transportation of dangerous goods](#)
- [Memorandum D22-1-1: Implementing the Administrative Monetary Penalty System](#)
- [Memorandum D23-1-1: Partners in Protection Program](#)
- [Memorandum D23-2-1: Customs Self-Assessment Program for carriers](#)

Superseded D memoranda

D3-4-2 dated September 21, 2022

Issuing office

Program and Policy Management Division
Commercial Program Directorate
Commercial and Trade Branch

Contact us

[Contact border information services](#)

Related link

[Electronic Commerce Client Requirements Document \(ECCRD\)](#)