

## Tips to Completing Your CCI Form Correctly

**1. Vendor (name and address)**

Name and address of the person selling the goods to the purchaser or the person consigning the goods to Canada

**2. Date of direct shipment to Canada**

Date the goods began their continuous journey to Canada – usually the date of pickup. Your customs broker will use this information to calculate the exchange rate. If you do not know the exact date, an estimate will suffice.

**3. Other references (include purchaser's order No.)**

Use this field to record additional information (e.g., purchase order number or commercial invoice number) that could aid in the reconciliation of documents.

**4. Consignee (name and address)**

Name and address of the person or company in Canada to whom the goods are being shipped

**5. Purchaser's name and address (if other than consignee)**

Name and address of the person or company to whom the goods were sold. If the purchaser is the same as consignee, leave this field blank.

**6. Country of transshipment**

Country through which goods are transported en route to their final destination (without actually entering that country's economy)

**7. Country of origin of goods**

Country where the goods were grown, produced or manufactured. If there is more than one country of origin, please list with each line item in field 12.

**8. Transportation • Give mode and place of direct shipment to Canada**

Mode of transportation and the place at which the goods began their uninterrupted journey to Canada

**9. Conditions of sale and terms of payment**

Terms and conditions agreed upon by the vendor and the purchaser (e.g., Net 30 Days, FOB)

**10. Currency of settlement**

Currency in which the value on the invoice is calculated (e.g., USD, CAD, EUR)

**11. Number of packages**

Total number of packages in the shipment

**12. Specification of commodities**

Describe the kinds of packages and provide a general description of the goods (e.g., women's skirts, automotive springs) and their characteristics (e.g., grade, quality).

**13. Quantity**

Quantity of each item included in field 12, including the appropriate unit of measure.

**14. Unit price**

Value in the currency of settlement (as defined in field 10) for each item listed in field 12.

**15. Total**

Total paid or payable for the number of items recorded in field 13. If an item is a sample or has no commercial price, you must list a value that reflects fairly the worth of the item for customs purposes.

**16. Total weight**

Include both the net weight (total weight of goods being shipped or purchased) and gross weight (net weight plus weight of the container, trailer, shipment and/or packaging)

**17. Invoice total**

Total amount owing or total price paid or payable for goods described on the invoice and on continuation sheets (if necessary)

**18. Commercial Invoice No.**

If any of fields 1 to 17 are included on an attached commercial invoice, check the box and provide the commercial invoice number.

**19. Exporter's name and address (if other than vendor)**

Name and address of the person or company shipping the goods to the consignee (if different from the vendor – for example, if the goods are shipped from a separate warehouse facility and not the vendor address)

**20. Originator (name and address)**

If the Canada Customs Invoice (CCI) or the Commercial Invoice (CI) is completed by someone other than the consignee or the vendor, it must include the name and address of the completing agent. This field may be left blank if the information is provided elsewhere on the invoice.

**21. Agency ruling (if applicable)**

List the number and date of any applicable Canada Customs rulings to the shipment

**22. – 25. Additional costs in transportation of goods**

A complete description for these sections can be found directly on the Canada Customs Invoice. If you are unsure if these apply to your shipment, please consult with your customs broker.