

Guide to Completing the Canada Customs Invoice

Field 1	VENDOR-(seller, sold by, remit to consignor, shipper)- Must indicate the name and address of: A) The person selling the goods to the purchaser, or B) The person consigning the goods to Canada.	Field 12	SPECIFICATION OF COMMODITIES - the following information must be provided: A) KIND OF PACKAGES - Indicate the nature of the packages (e.g., cases, cartons). B) MARKS AND NUMBERS - Indicate the descriptive marks and numbers imprinted upon the packaged goods. Such marks and numbers are required to be legibly placed on the outside of all packaged goods whenever feasible.
Field 2	DATE OF DIRECT SHIPMENT TO CANADA – Must list the date on which the goods began their continuous journey to Canada.	Field 13	QUANTITY - The quantity of each item included in the description field must be indicated in the appropriate unit of measure.
Field 3	OTHER REFERENCES - May be used to record other useful information (e.g., the commercial invoice number, and the purchaser's order number).	Field 14	UNIT PRICE- (price per article, item amount) - Must provide a value in the currency of settlement (as defined under Field 10) for each item described in the description field.
Field 4	CONSIGNEE - (ship to, deliver to) – Must indicate the name and address of the person (company) in Canada to whom the goods are shipped.	Field 15	TOTAL - Indicate the price paid or payable in the currency of settlement (as defined under Field 10) for the number of items recorded in the quantity field when they were sold by the vendor to purchaser. Where there is no price paid or payable for the items recorded in the description field, N/A should be indicated.
Field 5	PURCHASER – (if other than consignee) – (sold to, buyer,) – The person to whom the goods are sold by the vendor.	Field 16	TOTAL WEIGHT - Show both net and gross weight.
Field 6	COUNTRY OF TRANSHIPMENT– The country through which the goods were shipped in transit to Canada under Customs control.	Field 17	INVOICE TOTAL - (total value, pay this amount) - The total price paid or payable for goods described on the invoice or on the continuation sheet if used.
Field 7	COUNTRY OF ORIGIN– For Customs purposes, the country of origin of invoiced goods is the country where the goods are grown, produced or manufactured. Each manufactured article on the invoice must have been substantially transformed in the country specified as the country of origin to its present form ready for export to Canada. Certain operations such as packaging, splitting and sorting may not be considered as sufficient operations to confer origin. The origin of goods as applied to the assignment of tariff treatment is dealt with in Memorandum D11-4-1, Rules of Origin Respecting the Canadian Customs Tariff.	Field 18	Self-explanatory
Field 8	TRANSPORTATION : Give Mode and Place of Direct Shipment to Canada - Indicate the mode of transportation used and the place from which the goods began their uninterrupted journey to Canada.	Field 19	EXPORTER'S NAME AND ADDRESS - Indicate the name and address of the person or organization shipping the goods to the consignee/purchaser.
Field 9	CONDITIONS OF SALE AND TERMS OF PAYMENT - Must describe the terms and the conditions agreed upon by the vendor and the purchaser.	Field 20	ORIGINATOR - Where the invoice is completed on behalf of the company, the name and address of the company must be indicated. The name of the person completing the invoice may also be indicated. Invoices completed on behalf of individuals must indicate the name and address of the person completing the invoice. This field may be left blank if this information is provided elsewhere on the invoice.
Field 10	CURRENCY OF SETTLEMENT - Indicate the currency in which the vendor's demand for payment is made.	Field 21	DEPARTMENTAL RULING_- Give the number and date of any departmental ruling applicable to the shipment.
Field 11	NUMBER OF PACKAGES - Indicate the number of packages.	Fields 22-25	Indicate the currency used when Field 23 or 24 are applicable. The actual completion of Fields 23 to 25 are self-explanatory with the exception of export packaging. The amount of export packaging was solely required for overseas transportation of goods. Detailed information on the remaining sub-components of these fields can be found in Memorandum D13-4-7, Adjustments to the Price Paid or Payable (Customs Act, Section 48). or by calling any of our Cole International Inc. offices.