

CANADIAN COMMERCIAL INVOICE HELP GUIDE

The commercial invoice is the primary document required by customs officials on international shipments.

Below is an explanation of the fields required to be completed on a Canadian commercial invoice.

For further information or assistance please email international@saia.com or call or International Help Desk at 888-646-4768.

1. Date of direct shipment to Canada – indicate the date the goods began shipping to Canada
2. Other References – enter other useful information – example commercial invoice number or purchase order number
3. Vendor Information – enter the complete information for the vendor or manufacturer of the goods
4. Consignee Information – The name and address of the party to which the goods are being “shipped to”
5. Purchaser’s Information - the name and address for who the goods were sold, leased or otherwise transacted to
6. Country of transshipment – the country through which the goods were shipped in transit to Canada under customs control
7. Country of origin - the country of origin of invoiced goods is the country in which the goods have been grown, produced, or manufactured according to criteria laid down for the application of the Customs Tariff or quantitative restrictions, or any measure related to trade. Each manufactured article on the invoice must have been significantly transformed in the country specified as the country of origin to its present form ready for export to Canada.
8. Transportation – indicate the mode of transportation and the place where the goods began travelling to Canada
9. Condition of sales and terms of payment – Describe the terms and conditions agreed upon by the vendor and purchaser
10. Currency of Settlement – indicate the currently in which the vendor will be paid
11. No. of packages – indicate the number of packages

12. Specification Of Commodities – enter the kind of packages (ex: cases, cartons, pallets), indicate any descriptive marks or numbers imprinted on the packages
13. General description – give a general description of the merchandise
14. Quality – enter the condition of goods, if new enter new
15. Weight – show both net and gross weight
16. Units – select the unit in which the weight was measured
17. Quantity – indicate the quantity of each item included in the description field
18. Unit price – (price per article, item amount), provide the value in the currency of settlement for each item described in the description field
19. Hazardous – select if the material is Hazardous or not
20. Exporter Information - Indicate the name and address of the person or organization shipping the goods to the consignee/purchaser. (may be the same as Vendor)
21. Originator Information – enter the information on who is completing the commercial invoice

Additional Information fields are self-explanatory.