



# Memorandum D3-3-1

Ottawa, December 14, 2021

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## Freight Forwarder Pre-arrival and Reporting Requirements

This document is also available in [PDF \(XXX Kb\)](#) ([help with PDF files](#)).

### In Brief

This memorandum has been revised to:

- (a) Update the Definitions section.
- (b) Include updates to pre-arrival, arrival and post arrival requirements and processes for house bills, house bill close messages and supplementary cargo data.

This memorandum outlines and explains specific Canada Border Services Agency (CBSA) requirements and administrative policies regarding the transmission of pre-load and/or pre-arrival house bill data, the house bill close data and supplementary cargo data to the CBSA for goods being imported to, or transiting through Canada.

**Note:** Supplementary cargo data will be required for consolidated freight remaining on board (FROB) shipments in the air and marine modes only. As an exception, the CBSA will accept electronic house bills for FROB shipments. For the purposes of this memorandum all references to pre-arrival will include pre-load requirements with respect to marine shipments, where applicable.

This memorandum also outlines and explains the CBSA's requirements and administrative policies regarding the movement and control of unreleased consolidated cargo in Canada.

For information about the reporting and transportation of goods being exported from Canada, refer to [Memorandum D3-1-8, \*Cargo – Export Movements\*](#).

For information on the release of commercial goods, please refer to [Memorandum D17-1-4, \*Release of Commercial Goods\*](#).

For information on sufferance warehouse licensing and operating requirements refer to [Memorandum D4-1-4, \*Customs Sufferance Warehouses\*](#).

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## Guidelines and General Information

### Definitions

1. The following definitions apply to this memorandum:

#### **Administrative Monetary Penalty 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 create a level playing field for all Canadian businesses.

#### **Advance Commercial Information Program (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.

#### **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 waybill, the manifest and/or a cargo control document.

#### **Cargo Control Document (CCD)**

A manifest or other control document that acts as the record of a shipment entering or exiting Canada, or moving within Canada e.g., A6A, Freight/Cargo Manifest(outward).

#### **Cargo Control Number (CCN)**

The cargo control number is a number assigned to a transport document. It uniquely identifies cargo detailed on a cargo submission. The cargo control number consists of the Carrier Code followed by a unique reference number assigned by the carrier/representative and cannot contain spaces. 1st 4 characters = CBSA approved carrier code.

#### **Carrier**

A carrier is a person involved in international commercial transportation who reports cargo to the CBSA and/or who 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:

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

#### **Commercial goods**

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

## **Consignee**

The definition of consignee is to be understood as follows given the applicable context:

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

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

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

## **Consolidation**

A number of separate shipments grouped together by a consolidator or freight forwarder and shipped to an agent or a freight forwarder as 1 shipment under 1 bill of lading and reported to the CBSA on 1 cargo control document (CCD). A single shipment with the involvement of a freight forwarder AKA a "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 Arrival Certification Message (CACM)**

An electronic notification that carriers transporting specified goods must transmit to the CBSA at their First Port of Arrival (FPOA) using Electronic Data Interchange (EDI).

## **Courier low value shipment (CLVS)**

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

## **Deconsolidation**

The process whereby a consolidated shipment is divided into individual shipments consigned to various consignees.

## **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 the In-transit movement. Please see definition in the present section.

## **Electronic Commerce Client Requirements Document (ECCRD)**

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

## **Electronic Data Interchange (EDI)**

Is 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 send advance commercial information about their shipments electronically to the CBSA.

## **eManifest Portal**

The eManifest Portal is a secure data transmission option developed by the CBSA that allows the trade community to electronically transmit their pre-arrival data through the Internet.

## **First port of arrival (FPOA)**

The port of entry in Canada where a commercial conveyance 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 1 or more owners, importers, shippers or consignees of goods, causes specified goods to be transported by 1 or more carriers.

## **Freight remaining on board (FROB)**

- (a) For marine—cargo on a vessel that is not being discharged at a Canadian seaport but remains on board the vessel for furtherance to its ultimate destination outside of Canada
- (b) For air: cargo that is not being discharged at a Canadian airport but remains on board the aircraft for furtherance to its ultimate destination outside of Canada

## **House bill**

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

## **House bill number**

A Cargo Control Number (CCN) assigned to a transport document used for a portion of a consolidated shipment. It uniquely identifies cargo detailed on a house bill submission. The house

bill number consists of the CBSA assigned identifier code followed by a unique reference number assigned by the freight forwarder.

- (a) First 4 characters = CBSA assigned carrier code
- (b) Remaining characters = Carrier/representative assigned reference number

This number cannot be re-used for 3 years beginning January 1 of the year following the year in which it was used.

### **House Bill Close Message**

Is provided by the freight forwarder to identify all house bills related to a consolidated primary cargo document or a consolidated house bill document for closure purposes.

### **In-transit**

The movement of foreign goods through Canadian territory from a point outside Canada to another foreign point. This movement is different from Domestic In-transit. See Definition in the present section.

### **Other government department (OGD)**

[Federal Departments or Agencies](#) such as: Canadian Food Inspection Agency (CFIA) or Department of Global Affairs Canada (GAC).

### **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 First Port of Arrival (FPOA), it is where the conveyance specified goods and/or persons are expected to arrive in Canada.

### **Port of destination**

The port where the carrier's contract ends and cargo is expected to obtain release or other disposition. It would be the same as the port of report unless travelling in bond.

### **Pre-arrival**

Prior to a conveyance or cargo arriving in Canada.

### **Pre-load (Marine mode only)**

Prior to a conveyance being loaded with cargo at a foreign port destined for Canada. Data pertaining to the importation of goods are to be sent to the CBSA in advance of the goods being laden on the conveyance.

### **Previous CCN**

Cargo Control Number (CCN) of the Cargo Control Document (CCD) that immediately preceded the document in question in the chain of cargo control.

### **Primary CCN**

The Cargo Control Number (CCN) of the Cargo Control Document (CCD) that was used to report section 12(1) of [Customs Act](#) the goods at the FPOA.

### **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.

### **Re-manifest**

A new cargo control document (CCD) with a new cargo control number (CCN), which is presented to change a CCD that had previously been submitted to the CBSA. Re-manifests are generally presented to change destination office or carrier code.

### **Shipment**

- (a) A shipment for which a carrier is responsible is one that consists of
  - (i) a specified good or collection of specified goods that is listed in a single bill of lading, waybill, or other similar document that is issued by the carrier and that relates to the carriage of those goods; or
  - (ii) a specified good that is an empty cargo container that is not for sale that is transported by the carrier but that is not listed in a bill of lading, waybill, or other similar document; and
- (b) a shipment for which a freight forwarder is responsible is one that consists of a specified good or collection of specified goods that is listed in a single bill of lading, waybill, or other similar document that is issued by the freight forwarder and that relates to the carriage of those goods

### **Shipper/Consignor**

Name and address of the person shipping the goods as stipulated on the contract of carriage (e.g., bill of lading, air waybill, commercial invoice, other shipping document or sales contract, etc.).

### **Shortage**

Where pre-arrival data was transmitted and a quantity of goods was initially reported upon arrival at First Point Of Arrival (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.

### **Specified goods (under the [Reporting of Imported Goods Regulations](#))**

Commercial goods, goods that are or will be imported to Canada for a fee and empty cargo containers that are not for sale but does not include:

- (a) goods that will be released after they have been accounted for and all duties with respect to them have been paid under subsection 32(1) of the [Customs Act](#) if
  - (i) the goods are or will be in the actual possession of a person arriving in Canada, or
  - (ii) the goods form or will form part of a person's baggage and the person and the baggage arrive or will arrive in Canada on board the same conveyance
- (b) mail
- (c) commercial goods that are used in a repair that is made outside Canada to a conveyance that was built in Canada or in respect of which duties have been paid, if the repair is made as a result of an unforeseen contingency that occurs outside Canada and is necessary to ensure the conveyance's safe return to Canada
- (d) a military conveyance within the meaning of subsection 18(1) of the [Canadian Transportation Accident Investigation and Safety Board Act](#) or goods that are transported on board that conveyance
- (e) an emergency conveyance or goods that are transported on board that conveyance; or

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

### **Supplementary cargo data**

A document submitted by a freight forwarder for shipments that have, or will be deconsolidated from an air or marine cargo control document for freight remaining on board (FROB) shipments only.

### **Supplementary reference number (SRN)**

Reference number assigned by the freight forwarder or carrier to identify the supplementary cargo data transmission.

### **Warehouse Arrival Certification Message (WACM)**

An electronic message sent by warehouse operators to the CBSA to report unreleased cargo has arrived and that they accepted liability in their warehouse.

## **General information**

2. The [Customs Act](#), and the [Reporting of Imported Goods Regulations](#), and the [Transportation of Goods Regulations](#), establish the time, manner and who is required to send pre-arrival or pre-load data pertaining to house bills, house bill close transmissions and supplementary cargo data related to cargo entering Canada.

3. The receipt of house bill and supplementary cargo data enables Canada Border Service Agency (CBSA) to:

- (a) more effectively manage higher risk goods and identify threats to health, safety and security prior to the arrival of cargo and conveyances in Canada
- (b) allow lower risk goods a more efficient, streamlined process at the border; and
- (c) in the case of house bill data, control the movement of in bond goods

4. The [Customs Act](#), and the [Transportation of Goods Regulations](#), establish the requirements for the control of in bond cargo deconsolidated in Canada. [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#), should be referred to for the general CBSA requirements and administrative policies that apply to all modes of transport.

## **Liability**

5. A freight forwarder, as defined in the [Reporting of Imported Goods Regulations](#) is the entity who is liable for the transmission of house bill, house bill close or supplementary cargo data. The carrier code used to transmit this data is the carrier code that the CBSA deems liable for true, accurate and complete information. Freight forwarders are also liable for the presentation of paper house bills when a shipment is exempt from Advance Commercial Information (ACI)/eManifest requirements.

6. As per section 12.1(1) of the [Customs Act](#), any other prescribed person shall give the agency prescribed information about the goods on board or expected to be on board the conveyance.

7. House bills are required for all consolidated import, and in-transit shipments. Supplementary cargo data is required for consolidated Freight Remaining On Board (FROB) shipments in the air and marine modes.
8. As per section 7.1 of the [Customs Act](#), the freight forwarder transmitting the house bill, house bill close message or supplementary cargo data is liable for ensuring that all data is true, accurate, and complete.
9. As per section 12.1 of the [Customs Act](#), the freight forwarder transmitting the house bill, house bill close message or supplementary cargo data is liable for ensuring that all data is received within the timeframes specified in the [Reporting of Imported Goods Regulations](#).
10. House bills must reference the primary cargo control number (CCN). The primary CCN is used to report the consolidated shipment related to the house bill. A house bill close message must reference the previous CCN. The previous CCN is the CCN that immediately preceded the house bill close message. This could be the primary CCN, or it could be the CCN of the consolidated house bill that immediately preceded the house bill close message. When there are multiple freight forwards in a consolidation, the previous and primary will not be the same when the freight forwarder who has a contract of carriage with the carrier that includes freight destined to the freight forwarder.
11. The freight forwarder must transmit a house bill close message that identifies the previous CCN and all related house bills. In addition, if any of the house bills are to be further deconsolidated, the responsible freight forwarder must transmit a house bill close message that identifies the previous CCN of that consolidation and all related house bills. Each freight forwarder is responsible to provide a house bill close message once all the house bills, for which they are responsible for, have been received and accepted by the CBSA. This process will be applicable until there are no further de-consolidations of related house bills. House bill close messages are not required for supplementary cargo data.
12. Freight forwarders may authorize a service provider or agent to transmit the pre-arrival house bill, house bill close message, and supplementary cargo data on their behalf if the service provider is registered as a service provider with the Technical Commercial Client Unit (TCCU). The carrier code on the electronic transmission must be that of the actual freight forwarder, not the agent or service provider. In order for the CBSA to communicate with the agent or service provider transmitting on behalf of the freight forwarder, form [Electronic Data Interchange \(EDI\) Application for Advance Commercial Information \(ACI\)](#) must be completed by the freight forwarder, identifying those agents and/or service providers to whom the freight forwarder is granting authorization in the appropriate area of the document. If additional agents or service providers are to be authorized or removed for whom the form has previously been completed, form [Electronic Data Interchange \(EDI\) Application for Advance Commercial Information \(ACI\)](#) must be completed.
13. Clients using the [eManifest Portal](#) to transmit house bill data are not required to complete the form notated above to authorize an agent and/or service provider. When using the portal, authorization of another party is assigned by the Portal account owner.
14. Carriers, who are performing all or some of the functions of a freight forwarder as defined in the [Reporting of Imported Goods Regulations](#), may transmit supplementary cargo data, house bill data, and house bill close message data using their CBSA approved carrier code. It is the owner of the carrier code used in the transmission of data that is held liable for the

completeness, accuracy and timeliness of the data transmitted, as well as the cargo control of the shipment within Canada.

15. For further information on the transmission of house bills, house bill close messages and supplementary cargo data, refer to [Chapter 5: Advance Commercial Information \(ACI\)/eManifest House Bill](#) (ECCRD) or [Chapter 8: Advance Commercial Information \(ACI\)/eManifest House Bill Portal](#) (ECCRD).

## Record keeping

16. In addition to records required to be maintained for other CBSA programs, every person who transports 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.

17. For the CBSA purposes, records by means of which the person gives the agency information under subsection 12.1(1) of the [Customs Act](#) (house bill, house bill close message and supplementary cargo data) must be kept for a period of 3 complete calendar years plus the current year during which the house bill, supplementary cargo data and house bill close message data were transmitted.

## Monitoring

18. In addition to all other monitoring and verification activities, the CBSA will perform periodic monitoring of the records kept by freight forwarders related to electronic house bill, house bill close message and supplementary cargo data, as well as paper reporting for house bills with ACI/eManifest exemptions. The monitoring will confirm that the house bill(s), house bill close messages, and supplementary cargo data were transmitted in a timely manner and that information transmitted pre-arrival is true, accurate and complete and corresponds to the information contained on the source documents on file.

19. Freight forwarders must maintain records of all source documentation used to complete their electronic house bills, house bill close messages, and supplementary cargo data transmissions. Documentation must be provided to the CBSA upon request during a compliance verification. Source documents may include bills of lading, house bills of lading, or any other documents used in the completion of electronic transmissions.

## Freight forwarder identification requirement

20. Any person who is required to transmit pre-arrival house bill, house bill close message or supplementary cargo data to the CBSA must hold a valid CBSA issued carrier code.

21. The CBSA issued carrier code forms the prefix of the CCN on electronic house bills and supplementary cargo data transmissions.

22. For the purpose of identifying carriers and freight forwarders, a bonded or non-bonded CBSA issued carrier code will be assigned to a company upon authorization. This carrier code number must be shown on all cargo control documents (CCDs), house bills, house bill close message and supplementary cargo data presented or transmitted to the CBSA.

23. Freight forwarders with primary carrier operations must refer to the applicable modal memoranda's: [Memorandum D3-2-1, Air Pre-Arrival and Reporting Requirements](#), [Memorandum D3-4-2, Highway Pre-Arrival and Reporting Requirements](#), [Memorandum D3-5-1, Marine Pre-Load/Pre-Arrival and Reporting Requirements](#) and [Memorandum D3-6-6, Rail Pre-Arrival and Reporting Requirements](#) for further information on carrier requirements.

24. As freight forwarders do not transport goods into Canada, the carrier's primary Cargo Control Document (CCD) may show the freight forwarder as the consignee when transmitting a consolidated cargo shipment or when the primary cargo document does not contain all of the shipment details. If a freight forwarder is indicated as the shipper and/or consignee, or if complete cargo details are not on the primary cargo transmission, the primary cargo must be consolidated and electronic house bills must be transmitted.

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

## Security requirements

26. Freight forwarders must be bonded in order to move or cause to be moved goods within Canada that have been reported but not released.

27. Unreleased goods may be moved on the bonded freight forwarder CCD (eHouse Bill) liability to sufferance warehouses or to the CBSA offices of export (in-transit freight). In-transit goods being reported by carriers on behalf of a freight forwarder must be reported using the mode specific requirements using the freight forwarder's information.

28. 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](#).

## Transmission timeframes

29. Freight forwarders (or an authorized third-party service provider acting on the freight forwarder's behalf) are required to prepare and transmit the required house bill, house bill close message and/or supplementary cargo data within the timeframes specified in the [Reporting of Imported Goods Regulations](#).

30. The house bill, house bill close message and supplementary cargo data must be electronically transmitted to the CBSA within the timeframes as described in the chart below (by mode), unless exempt from this requirement by the CBSA. For further information on exemptions from Advance Commercial Information (ACI)/eManifest data, refer to paragraphs 93 to 98.

Timeframes	Marine	Air	Rail	Highway
For providing electronic house bill, and house bill close message data for import, and in-transit shipments	24-hours before loading or arrival depending on type and loading origin of the goods*	4 hours prior to arrival or before time of departure if the flight is less than 4 hours*	2 hours prior to arrival	1 hour prior to arrival
For providing electronic supplementary cargo data for freight remaining on board shipments (FROB)	24-hours before loading or arrival depending on type and loading origin of the goods*	4 hours prior to arrival or before time of departure if the flight is less than 4 hours*	N/A	N/A

\* Please see [Chapters 1: Advance Commercial Information \(ACI\) Marine](#) (ECCRD) and [Chapter 2: Advance Commercial Information \(ACI\) Air](#) (ECCRD) for more details on pre-arrival time frames for the marine and air modes.

31. House bill and house bill close data should be transmitted as early as possible (up to 90 days in advance). Supplementary cargo data may only be transmitted up to 30 days in advance.

32. The transmission of the house bill and house bill close message must be accepted and validated by the CBSA prior to arrival.

## Cargo control number reuse timeframes

33. The CCN on the house bill or the secondary reference number on the supplementary cargo data transmission must be unique and cannot be reused for 3 years starting January 1 of the year following its initial use.

34. A CCN used on a supplementary data transmission cannot be used again for the same cargo in an electronic house bill transmission.

## Electronic communications with the CBSA

35. Freight forwarders must transmit data using the CBSA's electronic data interchange (EDI) systems and/or through the CBSA [eManifest Portal](#) (house bill and house bill close message data only). Before initiating the application process (outlined below), freight forwarders must have a valid CBSA issued carrier code as per section 12.1 of the [Customs Act](#). See Freight Forwarder Identification Requirements section of this memorandum.

## Application to transmit electronic data to the CBSA

36. Freight forwarders using EDI are required to complete an application form and submit it to the [Technical Commercial Client Unit \(TCCU\)](#).

37. 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 consult the [EDI Communications Methods](#) web page.

38. For all enquiries related to any problems with electronic transmission of data and the related application process, please contact the TCCU at:

Email: [tccu-ustcc@cbsa-asfc.gc.ca](mailto:tccu-ustcc@cbsa-asfc.gc.ca)

Telephone: **1-888-957-7224**

Option 1 for EDI transactions

Option 2 for technical Portal assistance (Canada or United States)

1-613-946-0762 for overseas callers

39. For more information on how to apply to participate, methods of electronic communication and general information on EDI visit the [Electronic Commerce](#) web page.

## eManifest Portal

40. The [eManifest Portal](#) is an option developed by the CBSA to allow the trade community (highway carriers and freight forwarders) to electronically transmit their pre-arrival information through the internet. The eManifest Portal was developed primarily for small to medium-sized businesses to facilitate their compliance and ease the transition from paper reporting to pre-arrival electronic data transmission. The eManifest Portal can be used to transmit house bill data and house bill close messages, but not to transmit supplementary cargo data in the air and marine modes. Supplementary cargo data must be transmitted through EDI communications. Clients who use EDI to transmit data to the CBSA may also have an eManifest Portal account.

41. The [eManifest Portal](#) features many self-serve functions allowing freight forwarders to:

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

42. For further information on computer and internet requirements, the application process, and general information, visit the [eManifest Portal](#) web page.

## Pre-arrival electronic data transmission guidelines

### House bills

43. Freight forwarders are liable for the transmission of house bill data for all consolidated imports, and in-transit shipments.

44. The freight forwarder or authorized service provider for that freight forwarder must prepare and transmit an electronic house bill to the CBSA with the required data and within the prescribed timeframes for each individual shipment within the consolidated load, for which they are responsible. In addition, a house bill close message must be transmitted to advise that no further house bills will be transmitted for the consolidated shipment.

45. The house bill and house bill close message transmissions will contain a number of mandatory, conditional, and optional data elements. Mandatory data element fields must be completed in all house bill and house bill close message transmissions. Conditional data element fields must be transmitted if specific conditions are met. Optional data elements are generally not required but may be transmitted if available to the client.

46. Non-bonded freight forwarders may not transmit consolidated house bills.

47. For a complete list and description of all house bill and house bill close message data elements and their application refer to [Chapter 5: Advance Commercial Information \(ACI\)/eManifest House Bill \(ECCRD\)](#) or [Chapter 8: Advance Commercial Information \(ACI\)/eManifest House Bill Portal \(ECCRD\)](#).

48. Electronic house bill data may be presented up to 90 days before arrival. If the data is not to be used, the freight forwarder must transmit a delete (cancel) for that house bill transmission data and update any applicable house bill close messages.

49. House bills may be transmitted before or after the consolidated primary cargo report, however, all house bills must be on file prior to submission of the house bill close message. The house bill close message must also be transmitted within the prescribed timeframes. Clients are encouraged to work with their trade chain partners to avoid delays in processing.

50. In a multi-tiered consolidation (for example where one freight forwarder sells all or some of the space in a container to another freight forwarder) the master loader (for example the freight forwarder who has a contract of carriage with the primary carrier) will file a consolidated house bill indicating the co-loader (for example the freight forwarder who has a contract of carriage with the master loader) as the shipper/consignee. The co-loader will then transmit electronic house bills for all of the shipments within that consolidation. The individual house bills will show the primary carrier's CCN as the primary CCN, and the house bill close message will show the CCN of the master loader's house bill as the previous CCN. This process will be used for any number of levels of consolidations.

## Supplementary cargo data (air and marine modes only)

51. Freight forwarders are liable for the transmission of supplementary cargo data, which is required for all consolidated FROB cargo in the air and marine modes only. House bills are required for all other consolidated cargo.

52. The supplementary cargo data must be electronically transmitted to the CBSA by the freight forwarder or their authorized service provider, within the prescribed timeframes as specified in paragraph 30 of this memorandum. **Note:** Only air and marine timeframes are applicable.

53. Supplementary cargo data can be transmitted before or after the consolidated primary cargo report.

54. The supplementary cargo data will be accepted if the related primary cargo report is not on file. When the primary cargo report is captured, the supplementary cargo data will then be related to the primary cargo report. Therefore, it is imperative that the CCN of the primary cargo report be transmitted properly on the supplementary cargo data.

55. For a complete list of the information that a freight forwarder must include in the supplementary cargo data and additional information, please consult Appendix D of [Chapter 1: Advance Commercial Information \(ACI\) Marine](#) (ECCRD), or Appendix E of [Chapter 2: Advance Commercial Information \(ACI\) Air](#) (ECCRD).

## Notifications and error messages

56. All pre-arrival 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 to the sender via the same route as the incoming transmission.

57. There are 2 types of response messages clients can expect to receive from the CBSA systems when transmitting electronic pre-arrival submissions:

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

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

59. Error responses will be transmitted to the sender indicating the nature of the error. Freight forwarders must make corrections to transmissions in error and re-send to the CBSA in a timely manner.

## Status notices

60. Status Notices are electronic notices that are sent to primary notify parties (PNP), automated notify parties (ANP), and/or secondary notify parties (SNP) to inform them of the level to which their pre-arrival data has been transmitted, and/or the decisions that have been made with regard to their data transmissions to the CBSA.

## Manifest forward (Does not apply to supplementary cargo data)

61. The manifest forward is a copy of transmitted data (currently only house bills) that is sent to nominated registered clients; it is made available to clients to improve the lines of communication between all parties. Clients who transmit house bill data and house bill close message data are able to identify registered CBSA clients with whom they want to share a copy of their data. Sharing data through manifest forward will provide trade chain partners an efficient means of communication.

## Deconsolidation notice

62. The deconsolidation notice is an electronic notice sent from the CBSA which informs clients (freight forwarders, sufferance warehouse operators, and carriers) that the CBSA has

authorized the transfer of cargo control from a consolidated shipment to the related individual secondary house bills that were submitted by a freight forwarder.

The deconsolidation notice serves to:

- notify the warehouse operator that the shipment can exit their warehouse into the control of the freight forwarder (or be released– if releasing out of primary warehouse)
- notify the freight forwarder that goods can exit warehouse and be delivered (if released) or move to the destination warehouse as indicated on their electronic house bill
- notify the previous CCN that CCN is acquitted and liability is transferred to new CCN/eHB

63. Freight forwarders must be aware of the status of shipments being picked up from a sufferance warehouse. If a shipment is not released from the primary warehouse, it must be delivered to the destination warehouse as indicated on the electronic house bill transmission. Penalties for delivering a shipment to the importer/consignee that has not yet been released by the CBSA will be assessed against the freight forwarder whose carrier code is linked to the CCN on the electronic house bill transmission.

64. If a single shipment (back to back) or buyer's consolidation is destined to a primary sufferance warehouse, a deconsolidation notice will not be issued until all of the shipments within the consolidation are released by the CBSA.

65. Non-bonded freight forwarders cannot move unreleased goods within Canada. In order to move unreleased goods beyond the First Point Of Arrival (FPOA), electronic house bills must either be submitted by a bonded freight forwarder or be moving on the cargo liability of a bonded carrier, or re-manifested by a bonded carrier or a bonded freight forwarder. Penalties for moving unreleased goods within Canada under a non-bonded CCN will be assessed against the non-bonded freight forwarder whose carrier code is linked to the CCN on the electronic house bill transmission.

66. The deconsolidation notice is currently an optional notice for which clients must register to receive. If a freight forwarder receives the electronic deconsolidation notice and the sufferance warehouse operator does not, the freight forwarder may print the EDI notice message and provide a paper copy to the sufferance warehouse operator. This paper copy will serve as authorization to the sufferance warehouse operator to allow the freight forwarder to take possession of the shipments within the primary CCN.

67. Alternative paper formats to the deconsolidation notice can be found in [Appendix A](#) of this departmental memo.

68. When sufferance warehouses are registered to receive the deconsolidation notice, consolidated cargo is able to move to the destination sufferance warehouse, or be released from the primary sufferance warehouse without the need of paper presentation, or the CBSA approval.

69. Clients must register with the [Technical Commercial Client Unit \(TCCU\)](#) to receive this notice.

70. For a complete description of all notices, error messages and codes and their application, as well as requests for status notices, refer to [Chapter 8: Advance Commercial Information \(ACI\)/eManifest House Bill Portal](#) (ECCRD) or [Chapter 11: Advance Commercial Information \(ACI\)/eManifest Notices](#) (ECCRD).

## Risk assessment notices

71. Risk assessment notices may be issued when the CBSA requires the client to provide more information regarding the house bill or supplementary report or, to provide the client with specific instructions regarding the loading/unloading of the cargo. A risk assessment notice may be issued at any point from when the house bill or supplementary report was transmitted to the final port of destination. Risk assessment notices issued by the CBSA seeking further information should be responded to as soon as possible. Failure to respond with the missing mandatory information to a risk assessment notice may result in delays of the shipment such as, holding the shipment upon arrival for further information/inspection and/or sanctions for non-compliance including the issuing of monetary penalties under Administrative Monetary Penalties System (AMPs).

72. These notices are sent to the applicable parties depending on the type of notice and who sent the transmission. See [Chapter 11: Advance Commercial Information \(ACI\) /eManifest Notices](#) (ECCRD) for more details on risk assessment notices.

73. Similar to reject notices (or error codes), risk assessment notices include a coded field identifying the reason why the notice was issued and in some cases, the specific data element requiring clarification or explanation. In addition, risk assessment notices may also include a free text remarks field providing external clients with additional information concerning the coded field or with instructions for the client.

74. The CBSA systems will send 'Hold' and/or 'Cancellation' coded messages back to the sender and other relevant parties. The message is sent to the parties via the same electronic means as the incoming transmission. These messages will reference the house bill CCN. It is the freight forwarders responsibility to check their system for coded messages.

75. For a complete description of risk assessment notices, refer to [Chapter 11: Advance Commercial Information \(ACI\)/eManifest Notices](#) (ECCRD).

## Corrections

### Corrections to house bill data

76. Changes to house bill data should be made as soon as they are known. Electronic changes by clients will be accepted up to the arrival of the goods in Canada identified by the transmission of the Conveyance Arrival Certification Message (CACM) in non-highway modes or arrived by the border services officer in highway mode. After this point all modifications must be transmitted as an amendment. Amendments will be identified by the use of an amendment code in the change record, the purpose of which will identify the type of amendment being made.

77. An addition (original) is used for the first submission of any data, whether it is house bill or house bill close message data.

78. A change involves the transmission of an entire new record (all applicable data elements), which will then replace the entire record on file. A change is allowed until the time of arrival of the goods.

79. A delete (cancel) is used for the complete removal of records or packages of records. A delete should be used if it has been determined that the goods will not be coming to Canada, otherwise a change or amendment should be used.

80. Like a change, an amendment also involves the transmission of an entire new record (all applicable data elements), which will then replace the entire record on file. An amendment is used when a change is required after the conveyance arrives in Canada.

81. For further information on transmitting changes or amendments to house bill data, please refer to [Chapter 5: Advance Commercial Information \(ACI\)/eManifest House Bill](#) (ECCRD), or [Chapter 8: Advance Commercial Information \(ACI\) /eManifest House Bill Portal](#) (ECCRD).

## **Corrections to supplementary cargo data (FROB shipments in the air and marine modes only)**

82. Should the Supplementary Reference Number (SRN) on a supplementary cargo data transmission need to be changed, a "Delete" and subsequent "Add" must be sent for the whole supplementary cargo data transmission. A change request will not be accepted in this case.

83. Changes to supplementary cargo data can be made up to 30 days post arrival, and should be made as soon as they are known.

84. If the primary CCN transmitted within the supplementary cargo data is required to be corrected then the client can send a change to the supplementary cargo data transmission to correct this data element.

85. In the marine mode, changes made to supplementary cargo data elements before the departure of the vessel from the foreign port of loading (for cargo loaded in a country other than the United States) will restart the 24-hour rule clock; that is to say the cargo cannot be loaded on the vessel for at least 24 hours from the time an acknowledgement for the change transmission is received by the client from CBSA system. If the change was transmitted in response to a "Do Not Load Notice", loading can proceed once a "Cancellation" (of the "Do Not Load Notice") is received from the CBSA.

86. For further information on transmitting changes to supplementary cargo data, please refer to [Chapter 1: Advance Commercial Information \(ACI\) Marine](#) (ECCRD) or [Chapter 2: Advance Commercial Information \(ACI\) Air](#) (ECCRD).

## **Post arrival amendments**

87. House bill data and house bill close message transmissions, if found to be in error post arrival, must be amended as soon as the error is discovered.

88. Amendments may be made to any data element with the exception of the House bill number (if required, a deletion request will need to be submitted manually).

89. If amendments/deletions to this data element are required, the online form [BSF673, House Bill, Cargo and Conveyance Manual Amendment Form: Post Arrival – All Modes](#) must be

completed. Carriers/freight forwarders have up to 90 days to present the correction request to CBSA.

90. In circumstances where an immediate correction is required when the conveyance has arrived and reported at the port of entry (e.g., driver waiting scenario), 2 copies of a completed form [BSF673](#) can be presented to the port to allow the furtherance of the conveyance and/or processing of cargo.

91. Clients are required to present 2 copies of the completed form [BSF673](#) to a local CBSA commercial office.

92. The port of destination sublocation code must not be amended after the cargo has been arrived at the destination indicated. If a cargo must be moved to another sufferance warehouse (sublocation code) after the cargo has been arrived, a paper re-manifest must be presented and approved by the CBSA.

## Exemptions to pre-arrival electronic data transmission

93. Certain types of cargo may be exempt from house bill cargo reporting, or supplementary cargo data reporting. Freight forwarders should refer to the pre-arrival [D memoranda](#) for cargo exceptions for each mode of transport. If pre-arrival primary cargo data is not required by the carrier, pre-arrival house bill data, or supplementary cargo data will also not be required by the freight forwarder. If a freight forwarder chooses to transmit pre-arrival data they must adhere to the requirements for timeliness and accuracy depending on the mode of transport.

## Process for ACI/eManifest exempt consolidated cargo

94. Advance Commercial Information (ACI)/eManifest exempt consolidated cargo shipments must be documented on approved secondary CCDs, and presented to the CBSA with a copy of the primary CCN, for deconsolidation. Each individual shipment must be documented on a separate CCD with all mandatory fields fully and properly completed as outlined in the appendices of [Memoranda D3-1-1, Policy Respecting the Importation and Transportation of Goods](#). The CCD document must include the previous CCN.

95. The secondary CCDs will serve as the consignee's notice of arrival of the goods. They must be presented to the CBSA with the corresponding release document(s). When release is authorized by the CBSA, the customs delivery authority copy of the secondary CCDs will be stamped and returned to the sufferance warehouse operator as authority to release the goods.

## Flying trucks

96. Flying truck cargo is exempt from pre-arrival electronic primary cargo data.

97. If a primary cargo associated to a flying truck is consolidated, and arriving in Canada on a highway conveyance, the freight forwarder has 2 options to report the individual consolidated shipments:

- Do not electronically transmit pre-arrival house bills for the shipments within the consolidation. Present paper house bills for each shipment in the consolidation to the CBSA post arrival
- Electronically transmit house bills referencing the air waybill number as the primary CCN for each shipment in the consolidation, and electronically transmit a house bill close message

98. When the shipments arrive at the destination as indicated on the house bills, a Warehouse Arrival Certification Message (WACM) is required for each individual house bill regardless of whether the house bills are paper or electronic. If a release is on file and in good standing, the shipment(s) will be released.

When a shipment reported on an electronic house bill is in a primary warehouse and cannot move to the destination warehouse or cannot be released because the primary cargo is not on file, the freight forwarder should provide a copy of the Master Airway Bill to the CBSA and request that the Master Airway Bill be arrived. The Master Airway Bill presented to the CBSA must be the Master Airway Bill which matches the previous CCN on the freight forwarder's house bill close message.

## **Movement and cargo control of unreleased goods in Canada**

### **Warehouse Arrival Certification Message (WACM)**

99. A WACM is an electronic message sent by a sufferance warehouse operator to the CBSA when unreleased cargo that is destined to their warehouse, physically arrives. A WACM must be sent for each CCN that has a final destination of that warehouse, whether the CCN is in an electronic or paper format. Sufferance warehouse operators must contact the [Technical Commercial Client Unit \(TCCU\)](#) to register for, and become compliant with WACM requirements. Clients must use EDI to transmit WACM, as this functionality is not currently supported through the eManifest Portal.

### **Consolidated Cargo Destined for FPOA**

100. House bills that must be physically deconsolidated, can only be destined to a sufferance warehouse which allows for deconsolidation. Refer to [Memorandum D4-1-4, Customs Sufferance Warehouses](#) for details on sufferance warehouse types.

101. FPOA Customs Office warehouses are non-deconsolidating warehouses and therefore, only back to back and buyer's consolidated shipments may be destined to and released from an FPOA customs offices.

102. Non-bonded freight forwarders cannot move unreleased goods within Canada. In order to move unreleased goods beyond the FPOA electronic house bills must either be submitted by a bonded freight forwarder or be moving on the cargo liability of a bonded carrier. Freight forwarders who are deconsolidating and releasing cargo beyond FPOA are strongly encouraged to obtain a bonded freight forwarder carrier code.

## **Consolidated cargo destined inland**

103. Unreleased cargo can only move within Canada under a CBSA issued bonded carrier code. Bonded freight forwarders may contract other carriers or freight forwarders to move unreleased goods on their behalf, however liability for duties and taxes on unreleased goods moving within Canada remains with the owner of the bonded carrier code on the un-acquitted CCD until those goods are released, or a documented transfer of liability occurs. A change in liability to another carrier or freight forwarder can only occur with a paper re-manifest.

104. Consolidated cargo that is destined inland, and has the same port of destination as the primary cargo, will move inland to the sufferance warehouse under the liability of the bonded primary carrier.

105. When the primary cargo physically arrives at the destination sufferance warehouse, the warehouse operator will send a WACM to the CBSA which will trigger the automated deconsolidation notice to the warehouse operator, freight forwarder and primary carrier, and the primary cargo will be acquitted.

106. Once the deconsolidation notice has been sent, the consolidated shipments may be released to the freight forwarder for furtherance to the final destination as indicated on the house bills. Sufferance warehouse operators and freight forwarders must keep a record of the physical transfer of liability to the freight forwarder. Records must include the applicable house bill numbers and a signature of acceptance of the shipment(s) by the freight forwarder.

107. When the individual shipments physically arrive at their final destination, a WACM must be sent by the sufferance warehouse operator for each individual shipment. If a release request is on file and in recommended release status at the time of arrival at the final destination, the shipments will be released.

108. When shipments within a consolidation are destined to multiple final destinations, the primary carrier will move the goods to the destination as indicated on the primary cargo document. A WACM will be transmitted for the primary cargo and all consolidated shipments that have the same destination as the primary cargo will also be arrived. House bills destined to a different location will remain in reported status until they arrive at the destination as indicated on the house bills. Unreleased cargo may be moved to the final destination by the bonded freight forwarder, or by a carrier or freight forwarder contracted by the freight forwarder. Liability for duties and taxes will remain with the bonded freight forwarder.

## **Single shipments and buyers consolidations**

109. Single shipments, also known as back to back shipments, are shipments that involve both a freight forwarder and a primary carrier, but consist of only 1 shipment. Single shipments are considered consolidated for the purposes of ACI/eManifest transmissions. An electronic cargo transmission is required from the primary carrier indicating "yes" for consolidation (highway and rail) or "Y" for supplementary required, which indicates consolidated in the air and marine modes. For all modes, an electronic house bill, and house bill close message are required from the freight forwarder. Single shipments will be processed in the same manner as consolidations that included multiple house bills.

110. Single shipments that are destined to the same sufferance warehouse as the primary cargo will be arrived by either a CACM or WACM on the primary cargo, and if a release request is on file and in good standing, the shipment will be released and a deconsolidation notice will be sent. If the shipment is not released, the deconsolidation notice will not be sent and the shipment will not be authorized to leave the sufferance warehouse. Once the shipment has been released, the deconsolidation notice will be sent and the sufferance warehouse operator will have authorization to allow the shipment to leave the warehouse.

111. Buyers consolidations are a group of single shipments documented on electronic house bill transmissions under 1 house bill close message. The electronic house bills must be destined to the same sufferance warehouse/terminal and all shipments are for the same importer.

112. Buyers consolidations may be destined to a primary sufferance warehouse for release. However, no shipments within the buyers consolidation will be released from the sufferance warehouse until all of the shipments are released by the CBSA. When all of the shipments are released by the CBSA, a deconsolidation notice will be issued.

## **Direct delivery to deconsolidation sufferance warehouse**

113. Consolidated shipments consigned to a freight forwarder and reported by the primary carrier at the FPOA, may be authorized by the CBSA to move directly to the freight forwarder CW type, sublocation warehouse code that is indicated on the cargo information provided by the primary carrier, under the following conditions:

- (a) The reporting carrier pre-arrival cargo information will include: the freight forwarder as consignee and the consolidation indicator as "Y"; and
- (b) The pre-arrival secondary house bill information is on file and in a reported status at the FPOA; and
- (c) The reporting carrier is bonded (where applicable), and maintains liability for the goods reported until a transfer of liability has taken place at the destination sufferance warehouse; and
- (d) The sufferance warehouse operator receiving the cargo transmits an electronic WACM as defined in section 14 of the [Customs Sufferance Warehouses Regulations](#); and
- (e) The CW type sufferance warehouse is able to receive the electronic Deconsolidation Notice from the CBSA

114. Where a "Hold" for a health, safety and security (HSS) examination is placed on the shipment, the shipment will be held at the primary sufferance warehouse at the FPOA and supersedes an authorization to move. In the highway and rail modes, this will be the designated commercial office or First Place of Operational Intervention (FPOI), as applicable. Movement beyond the primary sufferance warehouse at FPOA, the designated commercial office or FPOI will not be allowed unless authorized by the CBSA.

# In-transit shipments

## United States Domestic Goods Moving In-Transit Through Canada and Canadian Domestic Goods Moving In-Transit Through the United States (highway and rail modes only)

115. Pre-arrival electronic house bills are not required for United States domestic goods transiting through Canada and returning to the United States; or Canadian domestic goods transiting through the United States and returning to Canada. For more information on United States domestic and Canadian domestic in-transit goods, refer to [Memorandum D3-4-2, Highway Pre-arrival and Reporting Requirements](#) and [Memorandum D3-6-6, Rail Pre-arrival Reporting Requirements](#).

## Cargo moving in-transit through Canada to/from foreign/offshore

116. Consolidated shipments that are moving in-transit through Canada to/from Foreign/Offshore require pre-arrival house bill data for each shipment within the consolidation.

117. Until such time as the CBSA implements a complete electronic in-transit solution, the following exceptions to policy for consolidated in-transit shipments will apply:

- (a) Temporarily exempt freight forwarders from the requirement to submit electronic house bills for shipments originating in the United States and transiting Canada to an offshore destination (U.S. - Canada-Offshore); and
- (b) Temporarily allow the submission of either house bills or supplementary cargo data for consolidated cargo originating offshore and transiting through Canada to the United States (Offshore–Canada–U.S.), when all of the house bills within the consolidated shipment are transiting Canada

118. In a multi-tiered consolidation (as described in paragraph 50), when the consolidation is moving in-transit, if the master loader chooses to transmit supplementary cargo data instead of electronic house bills as per the exceptions above (paragraph 116), then:

- If only one co-loader or freight forwarder then the all lower level freight forwarders may transmit electronic house bills and use the primary carrier's CCN as the previous CCN on their house bill close message. Or, the lower level freight forwarder may also choose to transmit supplementary cargo data instead of electronic house bills.
- If there are more than one co-loader, all co-loaders must transmit supplementary data and not electronic house bills when the master loader submits supplementary data.

These complex reporting scenarios require communication between trade chain partners to ensure efficient processing of all transmissions.

119. In-transit shipments may be documented on an electronic house bill using a CCN beginning with an 8000 carrier code showing a port of exit as the port of destination. In these instances the shipment must be physically exported by a commercial carrier. The freight forwarder must provide the carrier who is physically transporting the goods with a paper [A8A, In](#)

[Bond: Cargo Control Document](#) or a print out of the electronic house bill transmission for each shipment being exported. The carrier will present this to the CBSA when the shipment is reported for export as per [Memorandum D3-1-8, Cargo-Export Movements](#).

120. When a consolidated primary CCN and all related electronic house bills are destined to a port of exit for export, the freight forwarder may not know the port of exit and sublocation code at the time of electronic house bill transmission. In this case, the freight forwarder may transmit the port and sublocation of discharge as the port of exit and sublocation on their electronic house bills. The primary carrier is required to transmit the actual port of exit and sublocation code on the primary cargo transmission.

## **Unique shipment processes (for consolidated cargo shipments)**

121. Freight forwarders must transmit ACI/eManifest cargo data for all goods being transported to, or transiting through Canada, unless there is an exemption or exception.

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

## **Consolidated Freight Remaining on Board (FROB) Shipments Re-entering Canada as Imports**

123. Consolidated FROB shipments arriving in Canada which are then shipped to the United States, offloaded and then shipped to Canada as an import, must adhere to the following process:

- (a) Pre-arrival supplementary cargo data is required for each individual FROB shipment within the prescribed timeframes set out based on the mode of transport. The CBSA will accept electronic house bills for FROB shipments, currently this is an exception to the supplementary cargo data requirements for FROB.
- (b) When shipments are subsequently entering Canada as imports, pre-arrival house bills are required for each individual shipment, linked by a house bill close message.
- (c) House bill data and the close message must be transmitted within the prescribed timeframes set out based on the mode of transport of the import.
- (d) The CCN used to transmit the supplementary cargo data cannot be the same number used to transmit the house bill. If the same CCN is used for the house bill, a reject will be sent indicating "duplicate CCN."

## **Split Shipments (air mode only)**

124. The split shipment process was designed to accommodate goods that were manifested as 1 shipment and then split prior to departure due to carrier capacity constraints. For additional information regarding Split Shipments in air mode, see [Memorandum D3-2-1, Air Pre-arrival and Reporting Requirements](#).

125. Any supplementary cargo data transmissions or house bill transmissions that are required for a split shipment must be applied to the primary cargo report, and not to the individual split shipment transmissions.

## *Arrival of Split Shipments*

When the primary is to be acquitted by one or more house bills, the freight forwarder/importer has the following options:

- Wait for the entire shipment to arrive before having the goods transferred to the CW
  - Upon arrival of the **final** part lot, the primary CCN is arrived by the primary warehouse operator. A deconsolidation notice will go out, and the entire shipment can exit the warehouse and move to the CW as indicated on the electronic house bills.
- Have the part lots transferred to CW as they arrive
  - Upon arrival of the **first** part lot, the primary CCN is arrived by the primary warehouse operator. The same deconsolidation notice may be cited to allow the first and any subsequent part lots to exit the warehouse to move to the CW as indicated on the electronic house bills.

Once at the CW:

- If all of the goods documented on a single house bill are contained within a part lot they may be released
  - That individual house bill will be arrived by the CW warehouse operator and that shipment may be released

If only a portion of the goods on an individual house bill has been transferred to CW, the following options are available:

1. Wait for the entire shipment to arrive before having the goods released
  - a. Upon arrival of the **final** part lot, the primary CCN is arrived by the primary warehouse operator. If released, the entire shipment can exit the warehouse
  - b. Once all cartons on the MAWB are physically present at the AA/AH warehouse, all of them can be transferred in one movement to the CW warehouse, who WACMs the total carton quantity (eg: 100 cartons)
2. File a release for the entire amount and have the first part lot arrived.
  - a. Upon arrival of the **first** part lot, the primary CCN is arrived by the primary warehouse operator. The same release notification may be cited to allow the first and any subsequent part lots to exit the warehouse
3. File an abstract (a paper based process) to separate the part lot that has physically arrived and have that portion released.
  - a. Upon arrival of the **first** part lot, the primary CCN is arrived by the primary warehouse operator
  - b. A separate release request would have to be filed for each abstract

**Note:** The freight forwarder/importer will advise the warehouse operator which option they choose, and the primary warehouse operator will arrive the cargo according to the option chosen.

## **Marine diversions**

126. The following procedures are applicable if the freight forwarder is informed, while on route to Canada, that some but not all of the containers on a house bill are being diverted to another location upon arrival in Canada:

- (a) A change to the original house bill must be transmitted, removing the diverted container(s) and changing the weight, number of units and any other applicable data elements
- (b) A new house bill must be submitted with a new CCN to identify the containers that have been removed from the original CCN. A notation must be made in the special remarks field showing the original CCN and indicating that the shipment is a diversion
- (c) The house bill close must be changed to add the new house bill CCN

## **Air shipments that include both CLVS and non-CLVS**

127. When an air waybill includes both CLVS shipments and non-CLVS shipments, the CLVS shipments must be documented on 1 supplementary cargo report or 1 electronic house bill. Refer to [Memorandum D3-2-1, Air Pre-arrival and Reporting Requirements](#), for additional information.

## **Other unique shipping processes**

128. 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)

## **Overages/Shortages**

129. 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.

## **Failure to transmit pre-arrival/pre-load information**

130. The CBSA requires complete information pertaining to all specified goods prior to loading or prior to arrival in Canada. Where no pre-arrival information was transmitted and no exemption or exception exists, a house bill transmission is required as soon as it is discovered.

## **Contingency plan in the event of system failure**

131. In the event of a CBSA system outage, all efforts will be made to continue normal communications and restore systems to normal operating condition as soon as is reasonably possible.

132. Clients must retain the ability to produce hard copy house bill, house bill close and supplementary cargo data declarations in the event of a disruption to CBSA systems.

133. 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.

134. Clients may contact the TCCU at **1-888-957-7224** for additional clarification.

## Penalty information

135. For information on administrative penalties, refer to [Memorandum D22-1-1, Administrative Monetary Penalty System](#). Information on AMPS penalties is also available on the [CBSA external website](#).

136. Other administrative sanctions, such as the revocation of program privileges and penalties of Other Government Department (OGD), may also be applicable.

## Additional information

137. For more information, within Canada call the [Border Information Service](#) at **1-800-461-9999**. From outside Canada call 204-983-3500 or 506-636-5064. Long distance charges will apply. Agents are available Monday to Friday (8:00 am to 4:00 pm local time / except holidays). TTY is also available within Canada: **1-866-335-3237**

## APPENDIX A

### Supplemental information to Deconsolidation Notice – Paper Options for Sufferance Warehouse Operators, Terminal Operators and Freight Forwarders

This page provides information for freight forwarders, sufferance warehouse operators and terminal operators regarding the deconsolidation notice and the process by which sufferance warehouse operators may release goods from the sufferance warehouse to the freight forwarder.

Below are EDI and eManifest Portal examples of paper options for deconsolidation notices.

The following information includes technical data and is for use by CBSA commercial clients.

#### EDI Examples

##### ANSI Freight Forwarder Deconsolidation Notice

Line 7 in the following table indicates deconsolidation notice code (8000).

Line 8 in the following table indicates primary CCN (e.g. marine carrier CCN arrived by the sufferance warehouse operator).

Line 9 and 10 in the following table indicates associated house bills linked to the primary CCN.

```
ISA*00*      *00*      *ZZ*SENDERID  *ZZ*RECEIVERID  *141216*0002*U*00601*350000001*0
*T*:!

GS*AU*23*APPRECEIVERID*20141216*0002*999999999*X*007010!
ST*350*9999!
M10*ZZZZ*ZZ**1*LA0-1000*ECRD40*8XXA2XXXCCN1*1**Z **HBC2SECBNID*****S!
P4*0495*20141215**3599*2359!
V9*ZZZ*8000!
X4*9XXXCCN1*****20141216**AA**ZZZZ*****ZZ*ME3-1102!
X4***916*8XXAHB1*20141216**AA**ZZZZ*****ZZ*SA3-1101!
X4***916*8XXAHB2 *20141216**AA**ZZZZ*****ZZ*SA3-1102!
SE*8*9999!
GE*1*999999999!
IEA*1*350000001!
```

##### EDIFACT Freight Forwarder Deconsolidation Notice

Line 7 in the following table indicates primary CCN (e.g. marine carrier CCN arrived by the sufferance warehouse operator).

Line 10 in the following table indicates deconsolidation notice code (8000).

Line 11 and 12 in the following table indicates associated house bills linked to the primary CCN.

```

UNB+UNOC:3+CBSANETID:ZZ+CLIENTNETID:ZZ+141216:0002+X'
UNG+GOVCBR+CCR+ZZ:1+141216:0002+9999+UN+D:13A'
UNH+1234+GOVCBR:D:13A:UN+ECRD40'
BGM+23:::LA0-1000+8XXA2XXXCCN1:1:1+11'
DTM+9:201412152359:203'
RFF+AGO:HBC2SECBNID'
RFF+ACE:9XXXCCN1::ME3-1102'
GOR++5'
LOC+1+0495+3599'
STS++2:::8000'
DOC+916+8XXAHB1:::SA3-1101'
DOC+916+8XXAHB2:::SA3-1102'
UNS+D'
HYN+3'
UNS+S'
UNT+14+1234'
UNE+1+9999'
UNZ+1+X'

```

**eManifest Portal Example**

**Close Message**

Note: Upon presentation by a freight forwarder, border services officers validate, to ensure the previous cargo control number has been acquitted, and stamp the front of a house bill Close Message.

**Close Message**

**Message de fermeture**

	Close Message Number - Numéro du message de fermeture: 8XXA2XXXCCN1
Business Name – Nom de l’entreprise : Portal Freight Forwarder 4	Previous Cargo Control Number – Numéro de contrôle du fret précédent : 9XXXCCN1

List of Associated House bills(s) - Liste de connaissance(s) interne(s) :	
8XXAHB1	8XXAHB2

**House Bill Status History**

Note: No CBSA intervention is required on this document.

**Status History – Historique du statut  
House Bill  
Connaissance interne**

<b>Document Number – Numéro de document :</b> 8XXA2XXXCCN1
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<b>Business Name – Nom de l’entreprise :</b> Transport 2	<b>Client Identifier – Identificateur du client :</b> 8XXA
<b>Date/Time of Status – Date et heure du statut :</b> YYYY-MM-DD HH:MM	<b>Status – Statut :</b> Deconsolidated
<b>Message – Message :</b> This House Bill has been deconsolidated	
<b>Port of Destination – Bureau de destination :</b> 0495	<b>Sublocation (Warehouse Office Code) – Sous emplacement du fret (code de l'entrepôt) :</b> 3599
<b>Related Document Type – Type de document apparenté :</b> House bill Close Message	<b>Related Document Number – Numéro du document apparenté :</b> 9XXXCCN1

**Deconsolidation Document Type/Number – Dégrouperment type/numéro du document :**

House bill : 8XXAHB1

House bill : 8XXAHB2

<u>Date/Time of Status</u> <u>Date et heure du statut</u>	<u>Status - Statut</u>	<u>Message - Message</u>
YYYY-MM-DD HH :MM	Deconsolidated	This house bill has been deconsolidated
YYYY-MM-DD HH :MM	Acquitted	This shipment has been acquitted by the CBSA
YYYY-MM-DD HH :MM	Arrived	This house bill has arrived
YYYY-MM-DD HH :MM	Reported	The house bill has been reported at the first point of arrival
YYYY-MM-DD HH :MM	Cargo Complete	This house bill is cargo complete
YYYY-MM-DD HH :MM	Not Matched	This house bill is not matched
YYYY-MM-DD HH :MM	Accepted	This house bill has been accepted by the CBSA
YYYY-MM-DD HH :MM	Submitted	This house bill has been submitted to the CBSA

<b>References</b>	
<b>Issuing Office</b>	Transporter and Cargo Control Programs Unit Program and Policy Management Division Commercial Program Directorate Commercial and Trade Branch
<b>Headquarters File</b>	
<b>Legislative References</b>	<a href="#"><i>Canadian Transportation Accident Investigation and Safety Board Act</i></a> <a href="#"><i>Customs Act</i></a> <a href="#"><i>Customs Sufferance Warehouses Regulations</i></a> <a href="#"><i>Reporting of Imported Goods Regulations</i></a> <a href="#"><i>Transportation of Goods Regulations</i></a>
<b>Other References</b>	<a href="#">D3-1-1</a> , <a href="#">D3-2-1</a> , <a href="#">D3-1-8</a> , <a href="#">D3-4-2</a> , <a href="#">D3-5-1</a> , <a href="#">D3-6-6</a> , <a href="#">D4-2-1</a> , <a href="#">D4-1-4</a> , <a href="#">D4-3-4</a> , <a href="#">D4-3-5</a> , <a href="#">D17-1-4</a> , <a href="#">D22-1-1</a> <a href="#">ECCRD</a> 's
<b>Superseded Memorandum D</b>	D3-3-1 dated September 20, 2016
<b>Date Modified</b>	2021-12-14

