



## Memorandum D3-4-2

Ottawa, September 12, 2019

### Highway Pre-arrival and Reporting Requirements

#### In Brief

This memorandum has been revised to:

- (a) Make additions and updates to the Definitions section.
- (b) Remove bonded carrier procedure and some unique shipment processes, which have been added to Memoranda D3-1-1, Policy Respecting the Importation and Transportation of Goods.
- (c) Update information on form A8A(B), In Bond-Cargo Control Document and its new fillable format.
- (d) Update the lead sheet requirements, removing Customs Notice 16-25.
- (e) Clarify empty and in-transit conveyance requirements, removing Customs Notice 15-30.
- (f) Clarify section on error messages.
- (g) Add direct delivery of consolidated freight section.

#### Legislation

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

This memorandum does not outline the policies and procedures for the reporting of goods under the Customs Self-Assessment (CSA) Program; consolidated cargo reporting requirements and process for freight forwarders; goods whether commercial or personal transported by an individual who does not meet the criteria for designation as a carrier; goods being exported from Canada; or Other Government Departments (OGD) requirements pertaining to the commercial importation/in-transit movements of regulated goods.

[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. For guidance in regards to the CSA Program guidelines and procedures, please 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, please refer to [Memorandum D17-1-4, Release of Commercial Goods](#). OGD requirements can be found throughout the [D Memoranda series](#).

## Guidelines and General Information

### Definitions

1. The following definitions apply to this memorandum:

#### **Administrative Monetary Penalties (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 (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 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 e.g., [A8A\(B\)](#), [In Bond-Cargo Control Document](#).

#### **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. 1<sup>st</sup> 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.

#### **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 follow given the applicable context:

- (a) The consignee definition to be used by carriers when transmitting electronic ACI/eManifest data: the name and address of the party to which the cargo/goods are being shipped to as shown on the 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: 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).
- (c) The consignee definition used with respect to freight forwarders who are providing the CBSA with detailed information pertaining to a deconsolidated shipment: the name and address of the party to which the goods are being shipped to as shown on the commercial sales contract (For example: commercial invoice, bill of sale, or other sales contract).

**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 en 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 submit an electronic update 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 one shipment under one bill of lading and reported to the CBSA on one cargo control document (CCD).

## 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 transmission

The package of conveyance data that is transmitted. It is comprised of the CRN along with the corresponding conveyance data, as well as a CCN for each shipment on the conveyance.

## 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.



### **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 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 transmit 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.

### **Ferries**

Vessels, scows, barges, and similar craft whether self-propelled or towed, used solely or principally for the transportation of vehicles and passengers across international waters.

### **Flying truck**

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

### **First Port of Arrival (FPOA)**

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

### **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:

- (a) the goods are or will be in the actual possession of a person arriving in Canada, or
- (b) 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)**

A commercial shipment that is valued over the low value shipment (LVS) threshold.



**Instruments of International Trade (IIT)**

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.

**In-transit**

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

**Low Value Shipment (LVS)**

Commercial goods with a value for duty not exceeding CAD \$2,500. LVS goods are not exempt from the Manifest process. See "Courier LVS" definition in this section.

**Multi-modal movement**

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

**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 post arrival.

**Port of report**

The port where cargo physically arrives in Canada.

**Pre-arrival**

Prior to a conveyance or cargo arriving in Canada.

**Pre-Arrival Review System (PARS)**

A line release option allowing importers and brokers to present release documents prior to the arrival of a shipment in order to obtain release upon arrival.

**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)**

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

**Re-manifest**

A new cargo control document (CCD), with a new cargo control number (CCN) that 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 party shipping the goods as stipulated on the contract of carriage (Bill of lading, air waybill, etc.).

## Shortage

Where pre-arrival data was transmitted and a quantity of goods was initially reported upon arrival at FPOA, and subsequently the number of pieces found, by the 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](#))

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:

- (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 [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.

## General Information

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 eManifest data pertaining to cargo and conveyances; entering or moving in-transit through Canada. These documents also establish the report, time of report, manner of report and who reports goods entering or moving in-transit through Canada.



3. The receipt of pre-arrival cargo and conveyance data enables the CBSA to:
  - (a) Effectively manage high risk goods and identify threats to health, safety, and security prior to the arrival of cargo and conveyances in Canada;
  - (b) Allow low risk goods a more efficient, streamlined process at the border; and
  - (c) Control the movement of in bond goods.
4. Except as otherwise prescribed in the above-noted Regulations, all goods imported or moving in-transit through Canada must be reported to the CBSA at the first port of arrival (FPOA) in Canada, even when exempt from the requirement to provide advance electronic information (ACI). The requirement to report goods to the CBSA is effected electronically, orally or in writing, in the prescribed manner as described in the [Reporting of Imported Goods Regulations](#).
5. Submission of this eManifest/ACI data within prescribed pre-arrival 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 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 Cargo Control Numbers (CCNs) of the related cargo transmissions. This message will serve as the carrier’s “proof of report”.

### Security Requirements

7. A highway carrier desiring to become bonded under general authorization must file security in a format as outlined on the [CBSA website](#).
8. 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](#).
9. Goods transported by carriers not authorized to transport in bond goods in Canada must be released at FPOA unless the carrier:
  - (a) Posts a single trip bond to cover the inland movement of the goods; or,
  - (b) Re-manifests the goods to a CBSA bonded carrier for furtherance to an inland CBSA office for accounting; or,
  - (c) Links the bonded eManifest cargo to the non-bonded carriers’ Conveyance Reference Number (CRN).

### Carrier Obligations

10. As per Section 7.1 of the [Customs Act](#), carriers are liable to ensure all information provided to the CBSA including pre-arrival 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 (i.e. bills of lading, invoices, contract of carriage) and made available to the CBSA upon request.
11. Freight forwarders must transmit pre-arrival house bill information to the CBSA within the prescribed time frames.





## Single Trip Authorizations

12. Carriers not requiring general authorization 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.
13. Surety bonds for single trip authorizations must be in the format prescribed on the [CBSA website](#).
14. 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.
15. 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.
16. A cargo control document (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.
17. 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.
18. Border services officers 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.
19. 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 FPOA will acquit the electronic cargo with the in bond CCN (re-manifest), and the cargo will proceed inland on the paper CCD.

## Carrier Identification Requirement

20. 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.
21. 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 FPOA or moving goods in bond.
22. CRNs must have the CBSA assigned carrier code of the legal entity (carrier) physically arriving at the border.
23. The carrier code forms the prefix of the barcodes, 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:** While the carrier code will always be at the beginning of the CRN and CCN, the unique 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.





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

### **Contract of Exclusivity**

25. 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.
26. The authorizing highway carrier may use 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.
27. 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.
28. The key points in the description 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:
- (a) the contracted equipment may exhibit the logo of the authorizing carrier;
  - (b) the contracted equipment is part of the equipment list of the authorizing carrier;
  - (c) drivers are trained on and subject to the policies and procedures of the authorizing carrier;
  - (d) the authorizing carrier dispatches, keeps all records and has control over the drivers and dedicated equipment for the duration of the contract;
  - (e) during the contract period, the contracted carrier must not use equipment designated to be used exclusively for the benefit of the authorizing carrier to move freight for any other carrier, including their own company.
29. 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:
- (a) company letterhead;
  - (b) start date and expiry date;
  - (c) name and address of the company that is hired under exclusive contract (contracted carrier);
  - (d) name and address of the company that is hiring under exclusive contract (authorizing carrier);
  - (e) authorized signature, title, and telephone number of hiring company;
  - (f) a statement that company is hired under exclusive contract;
  - (g) address of company that is hired under exclusive contract;
  - (h) authorized signature.
30. 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**

31. 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. Barcode specifications for the CCN may be found in the Appendix C of [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).



32. Paper manifests are generally not required at FPOA when the carrier is providing pre-arrival electronic cargo data that is linked to a CRN. However, paper manifests 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, please refer to [Chapter 4: Advance Commercial Information \(ACI\)/eManifest Highway](#) (ECCRD) and paragraph 104 of this memorandum.
33. The carrier may use the standard CBSA, form [A8A\(B\), In Bond - Cargo Control Document](#) available in fillable/savable format on the [CBSA website](#). 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.
34. CCNs and CRN's must not be duplicated for a three-year period, commencing on the 1st day of January of the calendar year following the calendar year the CCN was initially used.
35. In addition to records required to be maintained for other program areas, every person who transports or causes goods to be transported into or within Canada 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 specifically related to the individual data elements transmitted.
36. For CBSA purposes, records related to the conveyance and cargo transmission must be kept for a period of three years commencing on the 1st day of January of the calendar year following the calendar year during which the cargo/conveyance referenced in the records were transported.

## Monitoring

37. 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 information transmitted pre-arrival is true, accurate and complete and corresponds to the information contained on the source documents on file.

## Cargo Reporting and Control Procedures

38. 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 eManifest requirements, please see [Chapter 4: Advance Commercial Information \(ACI\)/eManifest Highway](#) (ECCRD).
39. When the conveyance operating carrier (COC) and shipment arrive at the border, the driver is required to provide a lead sheet to the CBSA officer. The lead sheet will contain:
  - (a) **(Preferred option)** Paper document containing, at minimum, a bar-coded CRN, or
  - (b) Paper document containing, at a minimum, a bar-coded CCN with a handwritten CRN.
40. The COC may choose to use the printable lead sheet available through the eManifest Portal.



41. The CBSA requires a barcode to allow the number to be scanned quickly and accurately into the CBSA system and to link to the corresponding advance data that has been transmitted electronically.
42. If carrier is presenting a Pre-Arrival Review System (PARS) document for release at the first port of arrival (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 FPOA, the border services officer will stamp the PARS documentation. This will serve as paper proof of report and proof of release which satisfies the maintain books and records.
43. In cases where a paper proof of report is required only, in a failed PARS scenario (i.e. release is not on file or has been rejected) where the PARS is not corrected at the FPOA and the carrier is moving in bond, the carrier must be prepared to present an alternate document for stamping as proof of report. An alternate document could be any paper with a hand written CRN.
44. The COC will either provide the driver with a bar-coded PARS number specific to each shipment so that the carrier knows which PARS number is being used and will also use the same number when transmitting their pre-arrival cargo data to the CBSA. Alternatively, the driver will contact the carrier as soon as a PARS number is used for a shipment (similar to how they notify the broker today), and the carrier will then know which number to electronically transmit to the CBSA.
45. For all other scenarios, the driver will submit 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.
46. 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 landed in Canada.
47. 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; or
- (b) Section 12(1) report from the eManifest Portal; or
- (c) eManifest Reported Notice (as of Spring 2016). Carrier must register with Technical Commercial Client Unit (TCCU) to receive notices; or
- (d) eManifest Reported Notice (as of Spring 2016) 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 FPOA release utilizing the PARS release process only); or
- b) RNS “Release Notification” message received directly or through a third party service provider; or
- c) New eManifest Release Notice (as of Spring 2016). Carrier must register with the TCCU to receive notices; or



- d) New eManifest Release Notice (as of Spring 2016) through a third party service provider. Carrier must register with the TCCU to receive notices.
48. Shipments that are not released and have not been sealed by the CBSA at the FPOA may be unloaded by the carriers into highway frontier examining warehouses, highway sufferance warehouses, or they may be transferred from one vehicle to another for furtherance without CBSA supervision. For operational purposes, carriers may proceed to their own terminal before delivering the freight to the authorized release point for CBSA clearance. Should the goods require an examination at FPOA, they may only be delivered into the frontier examining warehouse at the CBSA point where the goods arrived in Canada. It is the carrier's responsibility to physically check all shipments at the point of unloading. Any discrepancies found must be reported to the CBSA immediately.

### **Electronic Communications with the CBSA**

49. Carriers must transmit data using the CBSA's electronic data interchange (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**

50. Carriers using EDI are required to complete an application form and submit it to the TCCU.
51. 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, go to the [CBSA website](#).
52. 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  
Canada Border Services Agency  
355 North River Road, 6th floor, Tower B  
Ottawa, ON K1A 0L1  
Phone: **1-888-957-7224** calls within Canada and the U.S.  
Email: [tccu-ustcc@cbsa-asfc.gc.ca](mailto:tccu-ustcc@cbsa-asfc.gc.ca)

### **eManifest Portal**

53. 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.
54. The eManifest Portal features many self-serve functions allowing highway carriers 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 electronic means;
  - (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.



55. Further information is available on computer and Internet requirements, verify the application process, and general information on the [eManifest Portal](#).

### **Transmitting Accurate Data**

56. When using the PARS, the electronically transmitted CCN on the cargo data must exactly match the CCN quoted in the PARS release request, inclusive of the acronym “PARS”, where applicable.
57. For example, if the bar-coded PARS number that the driver provides at the border for a shipment is “1234PARS56789”, then the CCN that the carrier electronically transmits prior to arrival must also be “1234PARS56789”. It is not a requirement to embed the letters “PARS” into a PARS number, but if a carrier does embed letters into the PARS number the driver provides at the border, then the carrier must use the identical number in their pre-arrival cargo transmission.
58. If the CCN quoted in the PARS release does not exactly match the electronically transmitted cargo data, this will affect the Release Notification System (RNS) capabilities and subscribers will not receive RNS messages. Inaccurate CCN transmissions by carriers could result in sanctions for non-compliance including the issuing of Administrative Monetary Penalty System (AMPS). Release may also be negatively affected.

### **In-transit shipments**

#### **US Domestic Goods Transiting Through Canada and Canadian Domestic Goods Transiting Through the US**

59. Highway carriers transporting goods from one point in the United States to another point in the United States via Canada must file security with the CBSA. For information on filing security for a single trip, see the [CBSA website](#).
60. 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.
61. U.S. Customs and Border Protection (US CBP) have an electronic requirement for in-transit movements through the United States to be reported through EDI. In the future, the CBSA will be implementing a fully electronic format.
62. 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.
63. 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](mailto:forms-formulaires@cbsa-asfc.gc.ca).
64. 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:
- (a) At the first point of entry in Canada, the driver presents four copies of form A8B as follows:
- Original (white) – arrival copy
  - 2<sup>nd</sup> copy (blue) – exit copy
  - 3<sup>rd</sup> copy (green) – re-entry copy
  - 4<sup>th</sup> copy (pink) – carrier copy



- (b) The border services 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.
  - (c) 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 US CBP office of re-entry. Acquitted copies are filed numerically.
  - (d) The goods are sealed with either company seals or the CBSA green ball seals that must remain intact until they are removed by the US CBP at the office of re-entry.
  - (e) The carrier reports to the US CBP upon re-entering the United States. A US 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 US CBP.
65. The procedure for Canadian goods in-transit from one point in Canada to another point in Canada through the United States is as follows:
- (a) At the first point of entry in the United States, the driver presents four copies of form A8B as follows:
    - Original (white) – arrival copy
    - 2<sup>nd</sup> copy (blue) – exit copy
    - 3<sup>rd</sup> copy (green) – re-entry copy
    - 4<sup>th</sup> copy (pink) – carrier copy
  - (b) The US 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.
  - (c) 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.
  - (d) The goods are sealed with either company seals or US 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.
  - (e) The carrier reports to the CBSA upon re-entering Canada. A border services officer 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.
66. 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.

### **Conveyance Reporting with In-transit Cargo**

67. Until such time as the CBSA implements and mandates a complete electronic in-transit solution, the CBSA will not issue AMPS penalties for failing to electronically transmit in-transit conveyance data. During this period, highway carriers arriving only with goods moving in-transit will be exempt from the mandatory provision of pre-arrival information.





## Cargo transiting through Canada to/from Foreign/Offshore

68. In bond goods arriving at a Canadian airport or seaport destined for the United States, or goods arriving at the border for outward movement from a Canadian airport or seaport cannot be documented on form [A8B, United States – Canada Transit Manifest](#). See [Memorandum D3-2-1, Air Pre-arrival and Reporting Requirements](#), for information on the documentation for air shipments, and [Memorandum D3-5-1, Marine Pre-load/Pre-arrival and Reporting Requirements](#), for marine shipments.
69. Similarly, do not document goods moving in-transit through Canada arriving by one mode of transport and transferred to another mode of transport for the outward movement on form [A8B, United States – Canada Transit Manifest](#). You will find documentation procedures in [Memorandum D3-2-1, Air Pre-arrival and Reporting Requirements](#) for air shipments, paragraphs 31 to 36 in this memorandum for highway 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

70. 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.
71. All cargo data must be accepted by the 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.
72. Electronic cargo submissions must be transmitted with an applicable movement type/service options, as found in [Chapter 4: Advance Commercial Information \(ACI\)/eManifest Highway](#) (ECCRD).
73. A sub-location code is conditional for shipments requesting release at the border. This option is to provide a secondary (inland) port of release should the shipment not be able to obtain release at the border (i.e. failed PARS), and the goods qualify for in bond movement.
74. Carriers must make every effort to ensure the importer/broker is aware of which border crossing they are intending to cross so that the PARS 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 on the PARS, release cannot be effected. The carrier, if bonded, can request to move in bond for release.
75. 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).

### Multi-modal Movements

76. 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.





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

### **Conveyance Data**

79. 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](#).
80. There are some exceptions to this requirement and these exceptions are found in [Chapter 4: Advance Commercial Information \(ACI\)/eManifest Highway](#) (ECCRD).
81. All cargo data must be accepted by the 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.
82. For an empty conveyance, an “empty” indicator must be utilized to indicate a conveyance with no cargo.
83. The COC may use any frontier highway port of report, subject to local restrictions.
84. 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).

### **Transmission Timeframes**

85. 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](#).
86. In the highway mode, the conveyance and cargo information for specified goods must be received and validated, as outlined in the [Reporting of Imported Goods Regulations](#), at least one hour prior to the conveyance arriving at the FPOA.
87. For exemptions from cargo and conveyance data requirements please refer to [Chapter 4: Advance Commercial Information \(ACI\)/eManifest Highway](#) (ECCRD).
88. 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 penalties may be applicable.



## Sealing of Vehicles

89. The sealing of conveyances and containers are only required for the following specific CBSA circumstances:
  - (a) Carriers who must meet sealing requirements as participants of the CBSA's trusted trader programs.
  - (b) Cargo that is, controlled or regulated by any Act of Parliament.
  - (c) In-transit movements to point of final export.
  - (d) Movement of conveyances and containers from the FPOA to a CBSA examination location.
90. With the exception of cargo under paragraph 89(b), bonded carriers will be allowed to move without seals between inland sufferance warehouses, where the cargo has been amended or re-manifested.
91. If a trailer/container/vehicle or part thereof that contains in bond goods is sealed with a company seal, the seal number must be noted correctly on the pre-arrival conveyance transmission.
92. Should a carrier use a company seal to secure their load, the seal numbers must always be transmitted on the conveyance report.
93. The 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*.
94. Where CBSA seals have been affixed to the load at the first point of arrival for an outturn check at destination, the load must be delivered to the release point with the CBSA seals intact. If company seals are already affixed, it is not necessary to replace these seals with CBSA seals however the load must be delivered to the release point with the seals intact.
95. Where the size, nature or routing of the shipment makes sealing of the vehicle impracticable, other measures of outturn check 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* (where applicable), by the examining border services officer. Where the border services officer 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.
96. A border services officer may permit a load to be moved in bond to destination under convoy of a border services officer, 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.
97. The CBSA reserves the right to seal any conveyance, container, or compartment at any time.

## Mixing of Released and in Bond Goods

98. Permission to transport a mixed load of released and in bond freight may be granted in the following circumstances:
  - (a) a bulkhead exists to seal the in bond goods (if required); or
  - (b) the load, including the released goods, will be off-loaded at a sufferance warehouse under CBSA supervision; or



- (c) if the released goods are to be off-loaded/delivered prior to reporting at the inland sufferance warehouse; i.e., at the importer's premises, provision must be made for the appropriate inland CBSA office to supervise the breakage of seals and resealing (if required). Should a border services officer be available for this purpose, special service charges would be applicable. If a seal is to be broken and resealed, and a border services officer is not available, the entire mixed load must be delivered to the inland sufferance warehouse.

99. CSA carriers moving inland without a seal will be permitted to mix domestic and in bond freight in a single vehicle. Should sealing be required for inland examination purposes, the procedures outlined in paragraph 95 of this memorandum will be applicable.

### **eManifest Exemptions**

100. This section will outline circumstances in which pre-arrival 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).

101. 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 paragraph 37 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**

102. The following are the exemptions from cargo and conveyance data sets:

- (a) 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.
- (b) 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](#).
- (c) US Customs Border and Protection (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 US by the US CBP, at the same port of entry/exit.
- (d) 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.
- (e) Military goods on board a military owned or leased conveyance.
- (f) Bobtails;
  - (i) i.e. tractor with no trailer or semi-trailer; which excludes tractor-trailers or any other ‘complete’ truck, e.g. 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; and
    - not being imported.



- (ii) Just the tractor component of a tractor and trailer combination.
- (g) Mail (Canada Post, U.S. Mail, International) – full load only.
- (h) Hand-carried goods.
- (i) CSA carriers with empty conveyances with a [CDRP/FAST](#) approved driver and passengers if applicable.

### Exemptions from Cargo Data – Only Conveyance Data Required

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

- (a) Goods that are being imported into Canada under the Courier Low Value Shipment (CLVS) Program by an approved courier. HVS/LVS mixed loads (cargo required for HVS).  
**Note:** Low value shipments not imported under the CLVS Program require cargo, conveyance, advance data.
- (b) Instruments of International Trade (IIT) - Instruments of International trade 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.
- (c) Domestic in-transit movements (an electronic in-transit process is under development). See paragraphs 59 to 66 of this memoranda
- (d) Mail (Canada Post, US Mail, International) – as part of a mixed load.
- (e) Flying trucks, i.e. air cargo that arrives in Canada on a highway conveyance (interim process only; eManifest end-state will require cargo and conveyance data for flying trucks).
- (f) 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.
- (g) 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

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

### Empty Conveyances

105. 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, for an receive any AMPS penalties 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 pre-arrival information.

106. The CBSA encourages highway carriers to transmit electronic conveyance data for empty conveyances. If, due to logistical constraints carriers are unable to 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:

- (a) Carriers may transmit multiple conveyance reports in advance, and maintain a supply of pre-printed lead sheets in company conveyances.



- (b) 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.
- (c) The driver will present that lead sheet to the CBSA at the time of arrival.

107. The 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 [Memorandum D23-2-1, Customs Self-Assessment Program for Carriers](#).

**Refused Shipments**

108. Shipments refused admission at the first port of arrival due to prohibition, control or regulations pursuant thereto (e.g., [Export and Import Permits Act](#), Schedule VII of the [Customs Tariff](#)) are to be returned immediately to the United States. In these cases, the cargo transmission will be cancelled.

**Tow Trucks**

109. While a tow truck operator is eligible for a carrier code, the CBSA's interim policy with respect to ACI/eManifest requirements for empty (tow truck) conveyances and conveyances (tow trucks) hauling disabled commercial vehicles are as follows:

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

\***Note:** If there is a trailer loaded with cargo (no conveyance) being towed, only cargo data is required. The CCN (in bar coded format) will have to be provided to the tow truck operator for reporting the cargo at the border.

\*\*CSA approved carriers are not required to transmit empty conveyance data to CBSA.



## **Courier LVS/HVS Requirements**

110. Shipments that qualify and are reported under the CLVS Program are exempt from pre-arrival cargo requirements. A pre-arrival electronic conveyance data transmission to CBSA is still required, quoting the appropriate cargo exception code. For additional information concerning the CLVS Program see [Memorandum D17-1-2, Reporting and Accounting for Low Value Commercial Goods \(Not Exceeding CAD\\$2,500\)](#), and [Memorandum 17-4-0, Courier Low Value Shipment Program](#).
111. Should cargo previously reported under the CLVS Program be removed from the LVS stream post arrival through the issuance of form Y50 by the CBSA, or post arrival by the courier, the client is not to transmit pre-arrival data. However, if removed from the LVS stream prior to arrival full eManifest pre-arrival data is required.
112. Should the client identify that a shipment no longer qualifies for report and release privileges under the Courier LVS Program prior to the shipment's arrival in Canada, there is both an expectation and an obligation to provide pre-arrival data to the Agency.

## **Flying Trucks**

113. Where air cargo is being transported by a highway carrier, it is the highway carrier that will transmit their conveyance data to CBSA (within the prescribed highway timeframes), quoting the flying trucks cargo exception code. Cargo information will be presented at FPOA in the form of paper air waybills. For more information on flying trucks, refer to [Memorandum D3-2-1, Air Pre-arrival and Reporting Requirements](#).

## **Ancillary Equipment**

114. Ancillary equipment as defined in paragraph 1 of this present memorandum, is not required to be transmitted to CBSA if it is not imported into Canada as a commodity.

## **Overages/Shortages**

115. 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 Submit Pre-arrival Information**

116. The CBSA requires complete information pertaining to all specified goods arriving in Canada. Where no pre-arrival 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 pre-arrival data was transmitted, and for which no report was made to CBSA, sanctions may be issued to the carrier for non-report.
117. When the conveyance is known, the CRN must also be amended to add this post arrival cargo.
118. 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.

## **Customs Self-Assessment Shipments**





119. Transmission of advance CSA cargo data is optional when part of a full load of CSA shipments. The existing paper process for reporting CSA goods at FPOA using a bar-coded lead sheet will continue to be accepted. However, if CSA-eligible goods are included on a pre-arrival electronic cargo transmission, the Business Number of the approved CSA importer – along with all other pre-arrival electronic 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 cargo details are required, and the CSA indicator must be used.

### **One Conveyance – Multiple Trailers – One Shipment**

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

### **Dangerous Commodities**

121. The purpose of the [Transportation of Dangerous Goods Regulations](#) is to protect the public from potential hazards of transporting dangerous goods by establishing and regulating safety standards, safety marks, and safety requirements for these products.

122. Dangerous goods, hazardous wastes, explosives, and radioactive materials are examples of products that pose a hazard or risk to human health or the environment, and as such, are regulated and require special handling while being transported.

123. 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](#).

124. Pre-arrival 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**

125. Other unique shipment processes are referenced in [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#). They are as follows:

- (a) Carnet and other temporary imports
- (b) Goods Found Astray (Misrouted Goods)
- (c) Non-resident Importer
- (d) Transporting “to order” Shipments
- (e) Moving Company and Personal Effects
- (f) Entered to Arrive (ETA) and Value Included (VI) Shipments
- (g) Ship’s Stores
- (h) Duty Free Shops (Goods Imported by Duty Free Shops)





## Contingency Plan in the Event of System Failure

126. 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. This contingency plan as well as Summary Outage Sheets (SOS) for each mode can be found on the CBSA website at <http://www.cbsa-asfc.gc.ca/eservices/contingency-urgence/menu-eng.html>. Clients may contact the TCCU at **1-888-957-7224** for additional clarification.

## In Bond Movement

### Notice of Arrival

127. On arrival at the inland destination, the warehouse operator will electronically arrive the cargo, transferring liability of those goods from the carrier to the warehouse.
128. Where a complete load consists of a commodity that may, by CBSA authority, proceed directly to the authorized facility (i.e., liquor, tobacco products for licensed manufactories), the warehouse operator's copy (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.

## Delivery Requirements and Transfers to Sufferance Warehouses

129. Cargo arriving by highway for furtherance inland under highway cargo control must be delivered to a type B sufferance warehouse unless exempted from this requirement. A list of exemptions is contained in [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).
130. Cargo may be transferred to another authorized type B sufferance warehouse within the same CBSA office jurisdiction or to another CBSA office after presentation of a re-manifest.
131. Consolidated shipments may be transferred from a highway sufferance warehouse to a bonded freight forwarder's type CW sufferance warehouse (or agent thereof). For more information on electronic house bills and transference to a CW Warehouse, please see [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 freight forwarder CW type, sufferance warehouse. Please see Memorandum [D3-1-1, Policy Respecting the Importation and Transportation of Goods](#), or Memorandum [D3-3-1, Freight Forwarders Pre-arrival and Reporting Requirements](#), for required conditions.
133. Cargo arriving by air, rail or marine mode for furtherance in bond under highway cargo control should be re-manifested at the primary sufferance warehouse, and delivered to the type B sufferance warehouse at destination.
134. Intact containers arriving under highway cargo control for furtherance in bond for export may be delivered to the exporting sufferance warehouse providing the highway cargo control transmission indicates the goods are for export.



135. Cargo may only be delivered into the highway frontier examining warehouse at the CBSA port through which it was initially imported into Canada unless exempted from this requirement as outlined in [Memorandum D3-1-1, Policy Respecting the Importation and Transportation of Goods](#).

### **Notifications and Error Messages**

136. All pre-arrival data received will be validated and processed through 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.
137. There are two types of response messages clients can expect to receive from CBSA systems when submitting pre-arrival transmissions by electronic means:
- (a) Positive responses
  - (b) Error responses
138. 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.
139. 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 in a timely manner. 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 CBSA system.
140. For a complete description of all notifications, error messages and codes and their application, as well as request 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**

141. 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.
142. For more information on Manifest Forward refer to [Chapter 11 – Advance Commercial Information \(ACI\)/eManifest Notices](#) (ECCRD).

### **Corrections to Cargo and/or Conveyance Data**

143. Changes or amendments to cargo and/or conveyance data shall be made as soon as they are known.

### **Add/Change/Delete (Cancel)**

144. An "Add" is used for the first transmission (original) of any data, whether it is cargo or conveyance data. It must be transmitted within the timeframes as prescribed in the [Reporting of Imported Goods Regulations](#).
145. A "Change" involves the pre-arrival re-transmission of the entire record (all applicable data elements), which will then replace the entire record on file. As a rule, 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.



146. 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.
147. 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 (i.e. CCN or CRN and whether the record is a cargo or conveyance) must be identical.
148. 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. Note un-arrived cargo records are to be deleted (cancelled) if unused within 90 days.

### **Post Arrival Amendments**

149. Cargo and conveyance data transmissions, if found to be in error post arrival, must be amended as soon as the error is discovered.
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, 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 the local CBSA commercial office.
151. 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), a completed form [BSF673](#) (in duplicate) can be presented to the port for processing in order to facilitate the furtherance of the conveyance and/or processing of cargo;
- (a) Form [BSF673](#) is now applicable for use in all modes of transport; and
  - (b) House bill close message corrections have been included; and
  - (c) The title of the form has been changed to reflect its extended purpose.

### **Penalty Information**

152. For information on administrative penalties, please refer to [Memorandum D22-1-1, Administrative Monetary Penalty System](#).
153. Other administrative sanctions, such as the revocation of program privileges and penalties of OGD, may also be applicable. Information on [AMPS](#) penalties is also available on the [CBSA website](#).
154. Failure to comply with the CBSA requirements outlined in the [Customs Act](#) may result in the seizure and forfeiture of the goods and/or conveyance, and — in serious cases — criminal charges may be applicable.

### **Additional Information**

155. 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 (08:00 – 16:00 local time / except holidays). TTY is also available within Canada: **1-866-335-3237**.



## Appendix

### Completion Instructions for form A8B, *United States – Canada Transit Manifest*

1. Carrier In-Transit through Canada – This field must be checked off.
2. State/Province Licence Plate No. – Indicate the vehicle identification number, i.e., 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 – The office of the country the carrier originally leaves.
7. Port of Re-entry – The office of the country the carrier returns through.
8. Canada Permit No. – We assign this number from an in-transit manifest series.
9. CBSA Bond No. – For single trip bonds, indicate the authorization number as shown on Form E370, Application to Transact Bonded Carrier and Forwarding Operations. Bonded carriers should indicate their CBSA assigned carrier code.
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 – CBSA will indicate the CBSA office where the vehicle has entered Canada and the date.
13. CBSA Seal Numbers/Initials of CBSA officer – the CBSA will verify seal numbers and the border services officer 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 CBSA officer – The border services officer 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.



<b>References</b>	
<b>Issuing Office</b>	Transporter and Cargo Control Programs Unit Program and Policy Management Division Commercial Program Commercial and Trade Branch
<b>Headquarters File</b>	7700-1
<b>Legislative References</b>	<i><u>Customs Act</u></i> <i><u>Reporting of Imported Goods Regulations</u></i> <i><u>Transportation of Goods Regulations</u></i> <i><u>Export and Import Permits Act</u></i> <i><u>Customs Tariff</u></i> <i><u>Canadian Transportation Accident Investigation and Safety Board Act</u></i> <i><u>Accounting for Imported Goods and Payment of Duties Regulations</u></i> <i><u>Transportation of Dangerous Goods Regulations</u></i>
<b>Other References</b>	<a href="#">D1-7-1</a> , <a href="#">D3-1-1</a> , <a href="#">D3-1-8</a> , <a href="#">D3-2-1</a> , <a href="#">D3-3-1</a> , <a href="#">D3-5-1</a> , <a href="#">D3-6-6</a> , <a href="#">D4-2-1</a> , <a href="#">D4-3-4</a> , <a href="#">D4-3-5</a> , <a href="#">D17-1-2</a> , <a href="#">D17-4-0</a> , <a href="#">D22-1-1</a> , <a href="#">D23-2-1</a>
<b>Superseded Memorandum D</b>	D3-4-2 dated May 25, 2017
<b>Date Modified</b>	