



MAKING IT PERSONAL

Click on the appropriate office and submit the completed form:

Toronto - AIR

Montreal

Toronto - OCEAN (Far East)

Calgary

Toronto - OCEAN

Vancouver

1. SHIPPER NAME & ADDRESS		6. CONSOLIDATOR NAME & ADDRESS		
2. CONSIGNEE NAME AND ADDRESS		7. CONTAINER STUFFING / AIR CONSOLIDATION LOCATION – NAME & ADDRESS		
3. BUYER NAME AND ADDRESS (IF DIFFERENT FROM CONSIGNEE)		8. IS THIS A CONSOLIDATION? (Y/N)	9. MOVEMENT TYPE	
4. DELIVER TO NAME & ADDRESS (IF DIFFERENT FROM CONSIGNEE)		10. CONTAINER # / SEAL #	11. CONTAINER TYPE & SIZE	
5. NOTIFY PARTY NAME AND ADDRESS (IF APPLICABLE)		12. VESSEL & VOYAGE # / FLIGHT #	13. DANGEROUS GOODS – CLASS/UN # AND CONTACT INFORMATION FOR DG GOODS (IF APPLICABLE)	
14. PRIMARY CARGO CONTROL # - CARRIER CARGO # / MAWB #		15. SECONDARY CARGO CONTROL # - (APPLICABLE FOR CO-LOAD SHIPMENTS ONLY) CONSOLIDATOR CARGO CONTROL#		
16. PORT / AIRPORT OF LOADING	17. FIRST PORT / AIRPORT OF ARRIVAL	18 a). RELEASE PORT/ AIRPORT	18 b). RELEASE SUB-LOCATION	19. DATE & TIME OF ARRIVAL
20. QUANTITY / UNIT OF MEASURE	21. WEIGHT / UNIT OF MEASURE	22. CARGO DESCRIPTION		23. MARKS & NUMBERS AS SHOWN ON B/L, AWB

**1. SHIPPER NAME & ADDRESS**

The name and address of the party shipping the goods as stipulated on Trade's contract of carriage (Bill of Lading, Air Waybill, or other shipping documents).

**2. CONSIGNEE NAME AND ADDRESS**

The name and address of the party to which the cargo/goods are being shipped to as shown on trade's contract of carriage or commercial sales invoice (i.e. Bill of Lading, Air Waybill or other shipping document, Commercial Invoice or other sales document)

3, 4

Self-explanatory

**5. NOTIFY PARTY NAME AND ADDRESS**

The name and address of any party that has interest in the transaction

**6. CONSOLIDATOR NAME & ADDRESS**

The name and address of the party who vanned the container or arranged for the vanning of the container. For break bulk shipments, the name and address of the party who made the goods carriage-ready or the party who arranged for the goods to be carriage-ready.

**7. CONTAINER STUFFING / AIR CONSOLIDATION LOCATION – NAME & ADDRESS**

The name and address of the “physical” location where the goods were loaded into a container for shipping or consolidated for air shipments

**8. IS THIS A CONSOLIDATION? (Y/N )**

Select Yes to indicate if House bills are expected to follow. Select No in the event of no consolidation.

**9. MOVEMENT TYPE**

The movement type of the goods – IMPORT, INBOND, IN TRANSIT

- An **import movement** occurs if the goods entering Canada are to obtain release at the First Port of Arrival (FPOA).
- An **in bond movement** occurs if the goods entering Canada are destined to move in-land to a warehouse location.
- An **in transit movement** occurs if the goods entering Canada are to transit Canada and are destined to another country

10, 11, 12

Self-explanatory

**13. DANGEROUS GOODS – CLASS/UN # AND CONTACT INFORMATION FOR DG GOODS**

For shipments containing dangerous goods, provide the Class # and UN # , Special instructions related to the dangerous goods found in the shipment and name and telephone number of the dangerous goods contact.

**14. PRIMARY CARGO CONTROL # - CARRIER CARGO # / MAWB #**

Ocean shipments- the main carrier's ( shipping line) cargo control number  
Air shipments – MAWB#

**15. SECONDARY CARGO CONTROL # - CONSOLIDATOR CARGO CONTROL #**

The consolidator's cargo control number ( CCN )

16, 17, 18a, 18b, 19

Self-explanatory

**20. QUANTITY / UNIT OF MEASURE**

A count of the total number of packages for the cargo. The unit of measure applicable to the Cargo quantity of the entire shipment.

**21. WEIGHT / UNIT OF MEASURE**

The total weight of the goods detailed on the House bill, including packaging but excluding the transporting equipment. The unit of measure applicable to the Total Cargo Weight of the entire shipment.

**22. CARGO DESCRIPTION**

A plain language description of the cargo sufficient to identify it for customs purposes. This description must be equivalent to that provided by the 6-digit HS description. For example, "computer" is acceptable, but "electronics" or "various" are not. Freight of all kinds (FAK), shipper load and count (SLC) are not acceptable descriptions unless the shipment is consolidated.

**23. MARKS & NUMBERS AS SHOWN ON B/L, AWB**

The written description of the symbols and markings that are on the outside of the packaging. If marks and numbers do not exist value should be "No Marks" in this element