A presentation by
Queen’s University
Financial Services
Alternative formats for this presentation can be found on the Financial Services website.

Website:  [Financial Services Training page](#)
Email:  [finance.training@queensu.ca](mailto:finance.training@queensu.ca)
Phone:  613.533.2050
Shipping & Customs Clearance
Shipping Goods & Services Across the Canadian Border
Importing

Thompson, Ahern is Queen’s University’s customs broker.

The Canada Border Services Agency requires all international shipments to have a commercial invoice.

Ensure you are in possession of all required import permits, health certificates or forms required by other federal government departments.

Ensure the goods you wish to import are permitted into Canada.
Importing (Continued)

All shipments must include a contact name, address, and telephone number.

To avoid delays at the Canadian border, instruct the vendor to indicate Customs Clearance by Thompson, Ahern on the commercial invoice.

If you do not receive your goods within 72 hours, inform the Customs and Traffic Coordinator in Strategic Procurement Services of the courier tracking number.
GST

- GST is prepaid by Thompson, Ahern
- GST is invoiced to Queen’s by Thompson, Ahern
- GST is charged by SPS using ChartField String provided by department
Persons shipping dangerous goods must hold a Transportation of Dangerous Good Certificate.

For assistance, contact Environmental Health and Safety @ Ext. 74976
Exporting

- Commercial invoice required
- Goods valued at > $2,000, complete Export Documentation form
- Email form to Customs and Traffic Coordinator
- 3 day turnaround for appropriate paperwork
Exporting (Continued)

When shipping internationally, a commercial invoice is required.

Shipments without a commercial invoice will be delayed at the International Border until one is provided.
Shipping Online

Waybills are created online with Queen’s preferred supplier

**UPS** [www.ups.com](http://www.ups.com) or **FedEx** [www.fedex.com](http://www.fedex.com).

For negotiated rates, request a Userid and Password from the **Customs and Traffic Coordinator** in Strategic Procurement Services.
Additional Resources

Customs and Traffic Coordinator
Strategic Procurement Services Contact page

Customs and Shipping Information
Strategic Procurement Services Customs & Shipping page

Procurement Contact Listing
Strategic Procurement Services Contact page
How may we help you today?

Contact us:

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Location: Strategic Procurement Services
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Hours: Monday – Friday
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To learn more or to review additional Training Resources and Video Tutorials visit Financial Services Training page and Strategic Procurement Services Home page.