



PROCEDURE – Supplier Guide for CANADA Imports

Document Sector:	Corporate	Region: CANADA	Document # IMP-CA-ENT-126	Rev: 1	Original: JUNE 13, 2018
Owner: Corporate Trade Compliance Department	Trade Compliance Functional Area: IMPORT		Specific Owner: Kashi Pitt	Page 1 of 8	

Corporate Policy:

It is Ingersoll Rand's policy to comply fully with the Customs laws, regulations and policies of all countries where it does business. Ingersoll Rand recognizes that the Canada government and the government of other countries have laws, regulations and policies, which control the international movement (import and export) of goods, technology and data. Ingersoll Rand further recognizes the importance of compliance with these laws, regulations and policies. Failure to comply may result in severe penalties to Ingersoll Rand and / or individual employees, including monetary penalties, adverse publicity, loss of import / export privileges, delay or seizure of shipments, and in extreme cases, criminal penalties (fines and jail terms).

Purpose:

This Supplier Guide for Canada Imports is in place to ensure efficient and timely delivery of cargo from international supply points to Ingersoll Rand locations within the Canada.

These procedures cannot be interpreted as a substitute for compliance with applicable Canada Government regulations. Failure to comply with these requirements could result in unexpected delays, unnecessary costs, fines/penalties, inspections and/or seizure of inbound shipments for non-regulatory compliance.

Scope:

This policy applies to all Canada imports. The most current version of the Supplier Guide for Canada Imports is located on: <http://company.ingersollrand.com/ircorp/en/discover-us/doing-business-with-us/for-ingersoll-rand-suppliers.html>

Shipping Advice:

For shipments to Canada, when Ingersoll Rand is the Importer of Record (IOR), we require:

- Email to appropriate Canada Customs Broker to notify shipment details including:
 - **Commercial invoice in Excel format**
 - *Note, the Purchaser/Sold To/Importer of Record on the commercial invoice must show the legal Ingersoll Rand Canadian entity registered with Canada Customs.*
 - IR Canada Sales and Service, ULC
 - Club Car, LLC
 - Trane Canada, ULC
 - Hibon Inc.
 - **Packing List in Excel format**
 - **Booking details**
 - **Arrival Notice**
 - **Transportation documentation:** Bill of Lading; Airway Bill of Lading

Commercial Invoice Requirements:

INTERNAL/EXTERNAL DOCUMENT EXTERNAL DOCUMENTS TO BE DISTRIBUTED IN PDF FORMAT ONLY. .

Printed copies valid only on the date of print.

PRINT DATE: 6/12/2018

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- Must be in English
- Must be in Excel format
- Must be legible, complete, and accurate
- ISO country of origin for each line item
 - “EU” is NOT a valid country code, the specific European Union country must be provided
- For **SAMPLE shipments with no Ingersoll Rand part number(s), please email the following for parts data, PRIOR to shipment: irtradedata@irco.com**
 - **Note:** if shipment is made free of charge (example: samples) a true representation of value is still required with the additional note “value for customs purposes only” and the invoice should include the reason why delivery is being made free of charge

See Commercial Invoice EXAMPLE below:



Commercial Invoice
TEMPLATE1.xls



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COMMERCIAL INVOICE		Invoice Number:	
		Invoice Date:	
		PAGE NUMBER:	1 /
EXPORTER / SHIPPER:		MANUFACTURER / SUPPLIER:	
Contact Person: Telephone: ()			
CONSIGNEE / IMPORTER OF RECORD (IOR):		NOTIFY PARTY for USA CUSTOMS CLEARANCE: Customs Broker for Ingersoll Rand:	
Contact Person: Telephone: ()		Contact Person: Telephone: ()	
DELIVER TO / SHIP TO:		Destination (Country): USA	
Contact Person: Telephone: ()		INCO Terms: U.S. Duty & Brokerage Charges: <input type="checkbox"/> Shipper <input type="checkbox"/> Consignee / IOR <input type="checkbox"/> Other Incoterms: <input type="checkbox"/> Related <input type="checkbox"/> Not Related (Shipper and Consignee / Importer relationship)	
Exporting Carrier:	S/L, AHS, Truck Bill:	NSA/MSA Ref. Number:	NSA/MSA Issued Date:
Shipment total: _____ cartons _____ skids		Gross Weight:	

Line	IR PO Number	IR Part Number	Item Description	QTY	UOM	Country of Origin	Currency	Unit Price	Line Item Total
1									
2									
3									
4									
5									
6									

Any applicable ASSTS must be stated on Commercial Invoice.		Value for Customs Entry	INVOICE TOTAL: \$
Mode of Transportation: <input type="checkbox"/> Truck <input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Other		I hereby certify that the information given above and on the attached continuation sheet(s), if any, is true and correct.	
Comments / Notes:		DATE (Company Name, Address, Telephone, Fax, E-mail) from Exporter/Importer above.	
		EXPORTER'S Signature and Date: / /	

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CANADA BROKER NOTIFY PARTIES:

NOTIFY PARTY should be stated on shipment documents including Invoices, Bills of Lading, and/or Arrival Notices per the below:

DHL Global Forwarding (Canada) Inc.
Attn: CANADA IMPORTS
6200 Edwards Blvd.
Mississauga, Ontario L5T 2V7, Canada
Email1: dgf_ca_ir@dhl.com
Email2: cindy.charbonneau@dhl.com
Telephone: (289) 562-6556 or (289) 562-6554
After 5:00pm ET and Weekends: (416) 697-8487
FAX Number: (800) 860-9279

INSTRUCTIONS:

- Shipment documents must be emailed to and/or turned over to DHL Canada within 24 hours of issue and/or receipt.
- If a Customs Broker NOT holding a valid Power of Attorney/General Agency Agreement with Ingersoll Rand receives any Ingersoll Rand shipment documents, they must notify the SENDER of the documents who provided them, the following emailed statement:
We do not file Canada import entries on behalf of Ingersoll Rand. Please contact DHL Canada at: dgf_ca_ir@dhl.com Tel: (289) 562-6500

TURNOVER DOCUMENTS NEEDED by DHL CANADA:

1. Commercial Invoice(s)
2. Packing List(s), if not combined with Invoice
3. Bill(s) of Lading
4. Arrival Notice(s)
5. Any other supporting documents, if applicable

Product Marking:

All products or their individual packaging must be marked in English with ISO country of origin, the country where the good was manufactured and/or assembled. The country of shipment is not necessarily the country of origin. Origin marking must be in English, and be clear, conspicuous, legible and permanent to indicate to the ultimate purchaser in the Canada the English name of the country of origin of the merchandise.

Assists:

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Canada Customs requires any assists to be reported at the time of import filing and can be added to one shipment or a number of shipments for a specific period of time. The foreign supplier must first identify any item that was provided free of charge or below market value for use in the production of product for Ingersoll Rand. Assists can include: machinery or parts, molds, raw materials

Product Information Requests and Records:

Upon request, our valued Suppliers will provide Ingersoll Rand with all information and records relating to the purchased products that may be necessary for Ingersoll Rand to (a) fulfill any Customs obligations, origin marking or labeling requirements, (b) claim preferential duty treatment under applicable trade preference regimes, and (c) participate in any duty deferral or free trade zone programs of the country of import.

Ingersoll Rand is legally required to maintain certain documentation and specific data related to products imported into the Canada. This documentation may help substantiate key compliance elements such as the harmonized tariff classification and country of origin of the imported products. In order to maintain the data, Ingersoll Rand may send suppliers solicitation requests on a regular basis. These requests may include but are not limited to any of the following: NAFTA, CAFTA, GSP, Chile/Korea/Australia/Colombia-CANADA Free Trade Agreements Certificate of Origin or Manufacturer's Affidavit/Declaration or Certificate of Origin requests.

Export Packaging Requirements:

All wooden packaging materials (WPM) must be ISPM15 compliant. All WPM must be properly marked to indicate either heat treatment or methyl bromide treated and marked with the IPPC certification. Wood packing material is defined as wood or wood products (excluding paper products, such as corrugated paper cartons) used in supporting, protecting or carrying a commodity (includes tonnage). Wooden packing materials include: Pallets, crates, boxes, packing blocks, drums, cases, skids and pieces of wood used to support or brace cargo.

Canada Customs and Border Services requires all containers transiting via ocean vessel are sealed using ISO/PAS 17712 standards. For more information on CBSA requirements: <http://www.cbsa-asfc.gc.ca/menu-eng.html>

Ingersoll Rand's Packaging Guideline: <http://company.ingersollrand.com/ircorp/en/discover-us/doing-business-with-us/for-ingersoll-rand-suppliers/packaging-guidelines.html>

Other Government Department (OGD)

Transport Canada (TC) Transport Canada is the department within the government of Canada which is responsible for developing regulations, policies and services of transportation in Canada. Example: Club Car UTV models that will need a Form 1 going to BC. Vehicle make, model, model year, month/year manufactured are all needed for the Form-1 to be submitted to TC by the broker.
<http://www.tc.gc.ca>

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Natural Resources Canada (NRCan)

Natural Resources Canada (NRCan), is the ministry of the government of Canada responsible for natural resources, energy, minerals and metals, forests, earth sciences, mapping and remote sensing. The Energy Efficiency Regulations apply to dealers who import regulated energy-using products into Canada for sale or lease or ship regulated energy-using products that are manufactured in one Canadian province to another for sale or lease.

A dealer is defined in the Energy Efficiency Act as a person engaged in the business of

- manufacturing energy-using products in Canada
- importing energy-using products into Canada or
- selling or leasing energy-using products obtained directly or indirectly from a person engaged in a business described in a) or b) or an agent thereof The Energy

Efficiency Regulations require that dealers comply with the following two reporting requirements:

- Before shipping an energy-using product interprovincial or importing it, the dealer must ensure that an energy efficiency report has been filed with NRCan.
- When importing an energy-using product into Canada, the dealer must include the information required in Part VI of the Energy Efficiency Regulations in a customs release document.

An energy efficiency report must be submitted only when a product model is not already listed in the NRCan database. Read regulations here:

<https://www.nrcan.gc.ca/energy/regulations-codes-standards/6859>

Canadian Food Inspection Agency (CFIA)

The Canadian Food Inspection Agency is a regulatory agency that is dedicated to the safeguarding of food, animals, and plants, which enhance the health and well-being of Canada's people, environment and economy.

<http://www.inspection.gc.ca>

Special Import Measures Act (SIMA) Requirements

Some commodities imported into Canada carry duties assessed in addition to the standard tariff rate of duty, called Special Import Measures Act (SIMA) duties. SIMA duty orders are related to specific commodities from specific countries. Currently, Ingersoll Rand imports subject to antidumping include:

CARBON STEEL SCREWS from CHINA

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COPPER PIPE FITTINGS from CHINA
COPPER TUBE from CHINA and MEXICO

If the item(s) being imported into Canada contains any of these products, expect in-depth commodity evaluation.

Definitions:

Special Import Measures Act (SIMA) Selling below home market prices or cost of manufacture with material injury to a Canadian manufacturer is called dumping. SIMA duties are levied upon further importation of the merchandise.

AWB/BOL Airway bill or Bill of Lading are negotiable instruments that allow the carrier to transport a merchandise shipment from a shipper to a consignee.

CBSA Canadian Border Services Agency (CBSA) is a federal agency that is responsible for border enforcement, immigration enforcement and customs services. CBSA is charged with regulating and facilitating international trade, collecting import duties, and enforcing Canadian regulations, including trade, drug and immigration laws.
<http://www.cbsa-asfc.gc.ca>

Commercial Invoice Invoice used for shipping purposes. Commercial invoice must be in English and value in USD or CDN.

Country of Origin The country where the goods were originally produced or manufactured. The country of origin is NOT necessarily the country from which the goods were shipped.

Transport Canada (TC) Transport Canada is the department within the government of Canada which is responsible for developing regulations, policies and services of transportation in Canada.
<http://www.tc.gc.ca>

Natural Resources Canada (NRCAN) Natural Resources Canada (NRCAN), is the ministry of the government of Canada responsible for natural resources, energy, minerals and metals, forests, earth sciences, mapping and remote sensing. <https://www.nrcan.gc.ca>

Canadian Food Inspection Agency (CFIA) The Canadian Food Inspection Agency is a regulatory agency that is dedicated to the safeguarding of food, animals, and plants, which enhance the health and well-being of Canada's people, environment and economy. <http://www.inspection.gc.ca>

HTS Harmonized Tariff Schedule is a 10-digit alphanumeric code assigned to all commodities entering into Canada. The HTS coding system was established by the World Customs Organization (WCO).

Incoterms International Commercial Terms that identify the trade contract responsibilities and liabilities between buyer and seller.



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IOR	Importer of Record is the owner or purchaser of the goods who is liable for the payment of duties, or an authorized agent acting on the importer's behalf.
Packing List	Provides a detail of each item contained within the shipment, the piece count and in which package each item is contained. Also identifies the number of packages with the gross and net weight of each.
OGD	Other Government Departments
WPM	Wood Packing Materials

Contact Information:

Ingersoll Rand CANADA Import Compliance Team, please email:
ircanadacompliance@irco.com

For Logistics and Transportation inquiries, please email:
GlobalProcurement@irco.com

Revision History:

Revision	Date	Description of Change	Modified By
Original	6/08/2018	• Original document drafted	Kashi Pitt
Release	6/13/2018	• Document released	Beth Wedgworth