

A presentation by
Queen's University
Financial Services

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Website: [Financial Services Training](#) page

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Strategic Procurement Services

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

Dangerous Goods



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 or **FedEx** 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:

Tel: 613-533-2626

Fax: 613-533-2579

Email: buystuff@queensu.ca

Location: Strategic Procurement Services
207 Stuart Street,
3rd Floor, Rideau Building

Hours: Monday – Friday
Open 8:00 am – 4:00 pm

To learn more or to review additional

Training Resources

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