



One University. One World. Yours.

Name:	Procurement – Receiving Procedures for Imported Goods
Policy Number:	4-1019
Origin:	Financial Services
Approved:	1 September 2007
Issuing Authority:	Director, Financial Services
Responsibility:	Manager, Procurement Services
Effective Date	1 September 2007
Revision Date(s):	November 18, 2014

End User departments should be aware that there are additional considerations when goods are imported into Canada to ensure compliance with Canada Customs regulations.

In preparing the goods for shipment, the supplier is responsible to complete specific export documentation that will accompany the goods in transit. This documentation will contain a description of the goods, along with the quantity, price and value of the order. The information is then used by the Canada Border Services Agency (CBSA) in clearing the goods through Customs.

End user departments should follow regular receiving procedures for imported goods (See [4-1018 Procurement – Receiving Procedures](#)). However, in the event that there is a discrepancy between the information contained on the customs documentation and the actual receipt of the goods, (i.e., a difference in the unit price, the quantity received or description of the goods) the University is responsible to file an amending entry with CBSA. Where discrepancies occur, end users should contact Procurement Services to initiate the amendment process.

Similarly the University is obliged to report the receipt of free gifts, samples or unsolicited goods of any nature shipped into Canada. If not accompanied by proper customs documentation, the University is required to self disclose. End users should contact Procurement Services to initiate this process.