



EMAIL REQUESTS CHECKLIST – Documents for CBSA long room IN BOND movements

- Send your request by email to our generic mail box : CBSA.Manifest-395-Manifeste.ASFC@cbsa-asfc.gc.ca
- **Each email and attached PDF file can contain only one request, avoid sending the same request multiple times**
 - **All attachments must be PDF format and of good quality. All the information must be visible**
- The subject of the email must contain the type of request (Reman, Decon, Abstract, Correction or Priority) followed by the previous CCN (to be cancelled or corrected). Ex : « Decon 1235106785113 »
 - The PDF file can contain a maximum of 15 pages excluding the previous CCD pages
 - CCD : Cargo Control Document (manifest) , CCN: Cargo Control Number
 - Refer to the table below for the type of request that will be accepted by email

DECONSOLIDATION « A8A »	CCD REJECT –	CORRECTIONS « A8A »
<ul style="list-style-type: none"> • The name of the PDF file must be the number of the manifest to be cancelled • The file must contain a copy of the CCD to be CANCELLED and the station copy of each new CCD • The information on the new manifest(s) to be approved must corroborate the information on the previous CCD 	<p>Please advise us when you submit a response to a Reject.</p> <p>The subject of the reply email must be “Reject” followed by the CCN.</p> <p>Make sure to include the reject document you received in your reply</p>	<p>The name of the file must be <u>the corrected CCN.</u></p> <p>Corrected copy of CCD to be APPROVED must have mention CORRECTION with the reason written in the description field.</p> <p>Include in the PDF file:</p> <ul style="list-style-type: none"> • The date of the original request is required, so include the previous CCN with the “cancelled” stamp appearing on the front; • The original manifest; • The corrected manifest
ABSTRACT « A10 »	PRIORITY	
<p>The name of the PDF file must be the number of the manifest to be cancelled</p> <p>The file must contain a copy of the CCD to be CANCELLED and one of each of the A10 <i>CBSA control copy</i> to be APPROVED.</p> <p>Note: A10 available online at :</p> <ul style="list-style-type: none"> • www.cbsa-asfc.gc.ca/publications/forms-formulaires/a10.pdf 	<p>Please advise us when you submit manifests for one of the following reasons</p> <ul style="list-style-type: none"> • Perishables • Time sensitive • CBSA exam request (round trip memorandum) <p>The subject of the email must be “Priority” followed by the type.</p> <p>In the email please explain why your manifest requires priority treatment.</p>	<p>NO JUSTIFICATION REQUIRED for the following type of corrections:</p> <ul style="list-style-type: none"> • Port of destination, Change in warehouse and Vehicle identification, <p>JUSTIFICATION REQUIRED FOR ALL CORRECTIONS CONCERNING:</p> <ul style="list-style-type: none"> • Consignee, Shipper, Quantity, Description, Weight & volume, Overage and CCN <p>The justification must be in the form of a letter of explanation and must include either a letter from the foreign shipper (quantity changes); bill of lading; waybill; and/or warehouse worksheet.</p> <p>In the case of an overage, the offload count document from the warehouse is required</p>



PAPER REQUESTS CHECKLIST – Documents for CBSA long room IN BOND movements

DECONSOLIDATION « A8A »	ABSTRACT « A10 »	TYPES 21 & 30 « A8A »	OVERAGES « A8A »	SHORTAGES « A8A »	DIVERSION NOTICE « A30 »	CORRECTIONS « A8A »	CANCEL & REOPEN « A8A »
<p>The information on the new manifest(s) to be approved must be compliant to the information on the previous.</p> <p>*If barcode UNREADABLE on new CCD =REJECT.</p>	<p>2 copies original CCD (<i>previous</i>) to be CANCELLED.</p> <p>1 set (5) of each new CCD (<i>re-manifest</i>) copy to be APPROVED.</p> <p>1) Mail 2) Station 3) Long room 4) Warehouse 5) CBSA delivery authority</p>	<p>Paper entries</p> <p><u>B3 copy should be presented with the CCD.</u></p>	<p>Any excess in the quantity of goods transmitted in the same shipment and found by the carrier post arrival are considered overages.</p>	<p>Where a quantity of goods was initially reported upon arrival at FPOA, and subsequently the number of pieces found, by the carrier, is less than the number of pieces reported to the CBSA upon arrival.</p>	<p>When a shipment is rerouted to another CBSA office, BEFORE arriving at the destination CBSA office or sufferance warehouse indicated on the CCD.</p>	<p>Corrected copies of CCD to be APPROVED must have mention CORRECTION with the reason written in the description field.</p>	<p>Letter from the freight forwarder /transporter explaining the reason of the change required for either of the following, plus:</p>
<p>2 copies original (<i>previous</i>) CCD to be CANCELLED.</p> <p>1) Long room 2) CBSA delivery authority</p> <p>1 set of each of the new CCDs to be APPROVED.</p> <p>1) Mail 2) Station 3) Long room 4) Warehouse 5) CBSA delivery authority</p> <p>Ref. : D3-1-1, Appendix D</p>	<p>1 set (5) of each new CCD (<i>re-manifest</i>) copy to be APPROVED.</p> <p>1) Mail 2) Station 3) Long room 4) Warehouse 5) CBSA delivery authority</p> <p>Note: A10 available online at : www.cbsa-asfc.gc.ca/publications/forms-formulaires/a10.pdf</p>	<p>Electronic entries</p> <p>Ensure the transaction has been previously coded in the CBSA system.</p> <p>1set of 5 copies of the CCD Previous CCD number field blank.</p> <p>Transaction number of the type 21 or 30 appears in the description field on each copy.</p>	<p>➤ 1 set of 5 pages of the CCD. The previous CCN field must be blank</p> <p>« OVERAGE » written in the DESCRIPTION field.</p> <p>➤ Warehouse unloading report attached</p>	<p><u>2 copies original CCD.</u></p> <p>1) Long room 2) CBSA del. authority.</p> <p>1 set complete corrected CCD.</p> <p>Same order as usual with same CCD number.</p>	<p>2 copies of A30 1 set CCD</p> <p>1) Mail 2) Station 3) Long room 4) Warehouse 5) CBSA delivery authority</p>	<p>2 copies original (incorrect) CCD to be CANCELLED.</p> <p>1) Long room 2) CBSA delivery authority</p> <p>1 set of 5 of the corrected CCDs, same CCN as the incorrect CCD. Same order</p> <p>Bill of lading required for corrections to consignee, quantity, description, weight, and/or volume ONLY.</p>	<p>CANCEL</p> <p>2 copies of the original CCD with one original stamped copy.</p> <p>1) Mail 2) Station</p> <p>REOPEN</p> <p>5 copies of the CCD to <u>reopen</u>. Plus, one copy being the original customs stamped copy of the CBSA delivery authority.</p>
<p><u>References :</u></p> <p>➤ <i>D3-1-1, par. : 71 to 75</i></p> <p>➤ <i>D3-3-1, par. : 97 to 99</i></p> <p>➤ <i>D3-1-1, Appendix C</i></p>	<p><u>Ref. : D3-1-1, par. 64 to 70, Appendix A</u></p>	<p><u>Ref. : D7-4-4</u></p>	<p><u>Ref. : D3-1-1, par. 55 to 61</u></p>	<p><u>Ref. :</u></p> <p>➤ <i>D3-1-1, par. 48 - 54</i></p>	<p><u>Ref.:</u></p> <p><u>Land mode : D3-4-2</u></p> <p><u>Marine : D3-5-1</u></p>	<p><u>Ref. : D3-1-1, Appendix D</u></p>	