



JOB AID

For the submission of paper commercial documentation at Longrooms 395 by EMAIL

- Send your request by email at the following address :

CBSA.Commercial-395.ASFC@cbsa-asfc.gc.ca

- The subject line of the email must be : TYPE OF REQUEST - TRANSACTION NUMBER (see details in the annex)
- The paper request must be transmitted by way of an attached PDF document. Make sure that the file is of good quality and that all information is clear and readable. **Only PDF** attachments are permitted.
- The PDF file name must be : TRANSACTION NUMBER.pdf, i.e.23451900123459.pdf. Note, the request type is not indicated in the file name, only in the subject. (see details in the annex)
- If your document is rejected, you must respond to the rejection and return it with the same statement in the subject line.
- Applications submitted in duplicate will not be tolerated.
- **Any e-mail that does not comply with the instructions in the attached annex will be rejected.**
- For inquiries related to these instructions, do not hesitate to write to us.

Reference: D17-1-4

- For inquiries of a general nature or concerning a transaction, please call 514-350-6142
- For inquiries regarding the status of your container, please contact your marine representative :
<https://www.port-montreal.com/fr/agences-maritimes.html>
- For general inquiries, please contact the Border Information Service (BIS) line.
Within Canada (Toll-free) : 1-800-461-9999
Outside Canada (Long distance charges apply) : 1-204-983-3500



Annex of paper documents transmitted by email

ANNEX (RDM)	
<p>PARS SO 117 *before arrival*</p>	<p>Fileback : GOLD</p> <ul style="list-style-type: none"> - EDI exception master sheet -1 copy of the eManifest (B3B if there is more the one cargo) and of the packing list -Invoices (s) - Licence according to situation (Provincial liquor, FPA 5272, precursor chemicals, Firearms, CITES, Nuclear, Form 1) - Email subject line : PARS117-#transaction (without spaces) - PDF file name : transactionnumber#.pdf (without spaces and hyphen) <p style="text-align: center;">Y50</p> <p style="text-align: center;">if components are missing and/or inconsistent</p>
<p>RMD SO 174</p>	<p>Fileback : GOLD</p> <ul style="list-style-type: none"> - EDI exception master sheet -1 copy of the eManifest (B3B if there is more the one cargo) and of the packing list -Invoices (s) - Licence according to situation (Provincial liquor, FPA 5272, precursor chemicals, Firearms, CITES, Nuclear, Form 1) - Email subject line : RMD174-#transaction (without spaces) - PDF file name : transactionnumber#.pdf (without spaces and hyphen) <p style="text-align: center;">Y50</p> <p style="text-align: center;">if components are missing and/or inconsistent</p>
<p>RMD Type 10 SO 174 *STORAGE*</p>	<p>Fileback : GREY</p> <ul style="list-style-type: none"> - EDI exception master sheet -1 copy of the eManifest (B3B if there is more the one cargo) and of the packing list -Invoices (s) - Licence according to situation (Provincial liquor, FPA 5272, precursor chemicals, Firearms, CITES, Nuclear, Form 1) *Exception: Supplied to domestic flights D18-3-1 22(b) - Email subject line : RMDTYPE10-#transaction (without spaces) - PDF file name : transactionnumber#.pdf (without spaces and hyphen) <p style="text-align: center;">Y50</p> <p style="text-align: center;">if components are missing and/or inconsistent</p>



ANNEX (B3)

Type 10 SO 331 *STORAGE*	Fileback : GREY
	<ul style="list-style-type: none"> -1 copy of the eManifest (B3B if there is more the one cargo) and of the packing list -1 B3 copy - Invoice (s) - Licence according to situation (Provincial liquor, FPA 5272, precursor chemicals, Firearms, CITES, Nuclear, Form 1) **Exception: Supplied to domestic flights D18-3-1 22(b) Canadian goods (Molson beer) - Email subject line: B3TYPE10-#transaction (without spaces) - PDF file name : transactionnumber#.pdf (without spaces and hyphen) <p style="text-align: center;">Y50</p> <p style="text-align: center;">if components are missing and/or inconsistent</p>
Type C OS 331	Fileback : BLUE (+2500\$)
	<ul style="list-style-type: none"> -1 copy of the eManifest (B3B if there is more the one cargo) and of the packing list -1 B3 copy - Invoice (s) - Licence according to situation (Provincial liquor, FPA 5272, precursor chemicals, Firearms, CITES, Nuclear, Form 1) - Email subject line : B3TYPEC-#transaction (without spaces) - PDF file name : transactionnumber#.pdf (without spaces and hyphen) <p style="text-align: center;">Y50</p> <p style="text-align: center;">if components are missing and/or inconsistent</p>
Type V *Completed shipment*	Fileback : BLUE (+3300\$ HV)
	Fileback : BLANC (-3300\$ LVS)
	<ul style="list-style-type: none"> -1 B3 copy -1 invoice copy - Proof of delivery (especially if direct delivery) *If controlled, prohibited or regulated entries by error LVS <ul style="list-style-type: none"> - # of original single shipment of cargo list and release - List where the package appears - Commercial invoice - Email subject line: B3TYPEV-#transaction (without spaces) - PDF file name : transaction#.pdf (without spaces and hyphen) <p style="text-align: center;">Y50</p> <p style="text-align: center;">if components are missing and/or inconsistent</p>