



JOB AID

For the submission of paper commercial documentation at Quebec City Long Room by EMAIL

- ✓ Send your request by email at the following address : CBSA.Commercial-312.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.

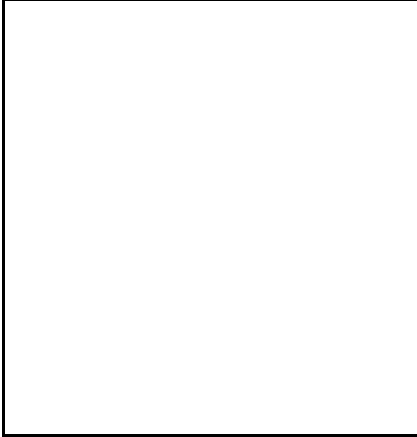
Reference: D17-1-4

- ✓ For inquiries of a general nature or concerning a transaction, please call 418-648-3881
- ✓ 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)	
PARS SO 117 *before arrival*	<p style="background-color: #cccccc; margin: 0;">Fileback : GOLD</p> <ul style="list-style-type: none"> - EDI exception master sheet -1 copy of the eManifest (B3B if there is more than one cargo) and 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>
RMD SO 174	<p style="background-color: #cccccc; margin: 0;">Fileback : GOLD</p> <ul style="list-style-type: none"> - EDI exception master sheet -1 copy of the eManifest (B3B if there is more than one cargo) and 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>
RMD Type 10 SO 174 *STORAGE*	<p style="background-color: #cccccc; margin: 0;">Fileback : GREY</p> <ul style="list-style-type: none"> - EDI exception master sheet -1 copy of the eManifest (B3B if there is more than one cargo) and 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)

Y50

if components are missing and/or inconsistent



ANNEX (B3)

Type 10 SO 331 *STORAGE*	Fileback : GREY
	<p>-1 copy of the eManifest (B3B if there is more than one cargo) and packing list</p> <p>-1 B3 copy</p> <p>- Invoice (s)</p> <p>- Licence according to situation (Provincial liquor, FPA 5272, precursor chemicals, Firearms, CITES, Nuclear, Form 1)</p> <p>**Exception: Supplied to domestic flights</p> <p>D18-3-1 22(b)</p> <p>Canadian goods (Molson beer)</p> <p>- Email subject line: B3TYPE10-#transaction (without spaces)</p> <p>- PDF file name : transactionnumber#.pdf (without spaces and hyphen)</p> <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\$)
	<p>-1 copy of the eManifest (B3B if there is more than one cargo) and packing list</p> <p>-1 B3 copy</p> <p>- Invoice (s)</p> <p>- Licence according to situation (Provincial liquor, FPA 5272, precursor chemicals, Firearms, CITES, Nuclear, Form 1)</p> <p>- Email subject line : B3TYPEC-#transaction (without spaces)</p> <p>- PDF file name : transactionnumber#.pdf (without spaces and hyphen)</p> <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 : WHITE (-3300\$ LVS)
	<p>-1 B3 copy</p> <p>-1 invoice copy</p> <p>- Proof of delivery (especially if direct delivery)</p>



*If controlled, prohibited or regulated entries by error LVS

- # 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)

Y50

if components are missing and/or inconsistent



ANNEX Part-Lot (Shortage)

<p align="center">Part-Lot (Shortage)</p> <p>Missing Boxes, whole pallet</p> <p align="center">OS 067</p> <p>KNOWN before release: A letter from the Superintendent or authorized person from the Trade Operations is mandatory</p> <p>Discover after release (UNKNOWN): letter from the shipper, seller or manufacturer or packing slip (NOT from the warehouse or Canadian client)</p>	<p>Fileback : GOLD (Known)</p>
	<ul style="list-style-type: none"> - Explanatory letter to be approved by a Superintendent or by an authorized person from the Trade Operations Division - 1st import initially RMD encoded - Email subject line: PARTLOT-#transaction (without spaces) - PDF file name : transaction#.pdf (without spaces and hyphen)
	<p>Fileback : NONE</p> <p>(UNKNOWN <u>or</u> subsequent to KNOWN)</p>
	<ul style="list-style-type: none"> - KNOWN Autorisation letter <p>OR</p> <ul style="list-style-type: none"> - UNKNOWN Explanatory letter -1 copy of the remanifest (original CCN in reference in the description section) and of the packing list - Original shipping invoice -RM -# original transaction -reference « Part-Lot » -reference indicating missing goods -CBSA office of release - Email subject line: PARTLOT-#transaction (without spaces) - PDF file name : transaction#.pdf (without spaces and hyphen) <p align="center">Y50</p> <p align="center">if components are missing and/or inconsistent</p>



ANNEX (Value included)

<p>Value included</p> <p>Parts (contained in the boxes are less than expected)</p> <p>OS 232</p> <p>KNOWN before release : A letter from the Superintendent or authorized person from the Trade Operations is mandatory</p> <p>Discover after release (UNKNOWN): letter from the shipper, seller or manufacturer or packing slip (NOT from the warehouse or Canadian client)</p>	Fileback : GOLD (KNOWN)
	<ul style="list-style-type: none"> - Explanatory letter to be approved by a Superintendent or by an authorized person from the Trade Operations Division - 1st import initially RMD encoded
	Fileback: NONE
	(UNKNOWN or subsequent to KNOWN)
	<ul style="list-style-type: none"> - KNOWN Authorization letter <p>OR</p> <ul style="list-style-type: none"> - UNKNOWN Explanatory letter -1 copy of the remanifest (original CCN in reference in the description section) and of the packing list - Original shipping invoice -RM -# original transaction -reference « Part-Lot » -reference indicating missing goods -CBSA office of release - Email subject line: VALUEINCLUDED-#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> <ul style="list-style-type: none"> - PDF file name : transaction#.pdf (without spaces and hyphen)