



JOB AID – For the submission of paper commercial documentation at Longroom

702 by EMAIL (Effective June 10th 2020)

- Send your request by email at the following address :

CBSA.Commercial-702.ASFC@cbsa-asfc.gc.ca

- Commercial requests (A48, release, etc) from importers, brokers
- Directed to BSOs

CBSA.Manifest-702-Manifeste.ASFC@cbsa-asfc.gc.ca

- Cargo requests (de-consolidations , re-manifests, etc) from freight forwarders, carriers
- Directed to clerical staff

- 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.
- Requested submitted in duplicate will not be accepted.
- **Any e-mail that does not comply with the instructions in the attached annex will be rejected.**



- All submissions will be actioned according to CBSA Service Standards.

Reference: D17-1-4

For all other inquires please email:

FrontCounter.edm@cbsa-asfc.gc.ca



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 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>
<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 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>
<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 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) <p style="text-align: center;">Y50</p> <p style="text-align: center;">if components are missing and/or inconsistent</p>



ANNEX (B3)

<p>Type 10 SO 331 *STORAGE*</p>	<p>Fileback : GREY</p> <ul style="list-style-type: none"> -1 copy of the eManifest (B3B if there is more than one cargo) and 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>
<p>Type C OS 331</p>	<p>Fileback : BLUE (+2500\$)</p> <ul style="list-style-type: none"> -1 copy of the eManifest (B3B if there is more than one cargo) and 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>
<p>Type V *Completed shipment*</p>	<p>Fileback : BLUE (+3300\$ HV)</p> <p>Fileback : WHITE (-3300\$ LVS)</p> <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 - # 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>



ANNEX Part-Lot (Shortage)

<p style="text-align: center;">Part-Lot (Shortage)</p> <p style="text-align: center;">Missing Boxes, whole pallet</p> <p style="text-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>	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 - Email subject line: PARTLOT-#transaction (without spaces) - PDF file name : transaction#.pdf (without spaces and hyphen)
	Fileback : NONE (UNKNOWN or subsequent to KNOWN)
	<ul style="list-style-type: none"> -KNOWN Autorisation letter OR -UNKNOWN Explanatory letter -1 copy of the remanifest (original CCN in reference in the description section) and of the packing list - Original shipping invoice <ul style="list-style-type: none"> -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 style="text-align: center;">Y50</p> <p style="text-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 OR - UNKNOWN Explanatory letter -1 copy of the remanifest (original CCN in reference in the description section) and of the packing list - Original shipping invoice <ul style="list-style-type: none"> -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)