



Required formatting when sending documents by email:

- **The subject line of the email must be:** TYPE OF REQUEST – TRANSACTION# or CCN#
 - i.e: B3-VType-00123451923459
 - i.e: Remanifest-CCN#
 - i.e: A48-RMDCorrector-Transaction# or CCN#

- **Attachments:** All related documentation must be attached in **ONE** single PDF document
 - **PDF file name must be: TRANSACTION or CCN NUMBER.pdf**
 - i.e. 00123451923459.pdf
 - Ensure that the file is of **high** quality and that all information is clear and legible
 - Note, the request type is not indicated in the file name, only in the subject. **(see details in the following pages)**
 - **Only PDF attachments are permitted**

- **If your document is rejected,** you must respond to the rejection and return it with the same statement in the subject line

- Requests submitted in duplicate will not be accepted

- **Any e-mail that does not comply with the above instructions will be rejected**



Electronic Longroom Processing - Port 504 Winnipeg Land Commercial

Customs entries and documentation can continue to be presented in hard copy form or transmitted by fax. Effective May 11th, 2020, we will now accept certain documents by email.

Cargo Related Requests

You may send the following cargo related documents to this email:

CBSA.Manifest-504-Manifeste.ASFC@cbsa-asfc.gc.ca

- A10 Abstracts & Deconsolidation's
- A30 Diversion Notice
- C6 Permission for Special Purposes
- E44: Notice — Unclaimed Goods
- Re-manifests

Release Related Requests

You may send the following release related documents to this email:

CBSA.Commercial-504.ASFC@cbsa-asfc.gc.ca

- A30 Diversion Notice
- A48 RMD Correctors
- B3 Types: All types, except where payment is required prior to release
- BSF673 – House Bill, Cargo and Conveyance Manual Amendment Form – Post Arrival
- Enter to Arrive (ETA), Value Included (VI)
- Paper RMD/PARS
- Regulated release requests (not otherwise excluded)
- Shortages

Excluded & Not Eligible for eLongroom (email)

- Release requests that must be sent by EDI, as per D17-1-4
- Regulated Shipments requiring the following:
 - Kimberley Certificates
 - CITES Permits
- C-Type B3, where a payment is required prior to release
- K32 Drawback Claims