

CBSA eManifest Regulations

Understanding the CBSA's eManifest Regulations

As of July 2015, U.S. businesses that ship to Canada must comply with the Canada Border Services Agency's (CBSA) eManifest regulations. Through eManifest, shipment and conveyance information must be filed electronically with the CBSA prior to a shipment's arrival at the border.

eManifest and Advance Commercial Information

eManifest is an integral part of Canada's Advance Commercial Information (ACI) risk-based border security strategy, through which CBSA agents focus on potentially hazardous or suspect shipments headed for the border while permitting low-risk shipments to pass through largely unencumbered.

ACI affects all modes of transit and was introduced, beginning in 2004, in three separate phases:



Highway Carriers must submit shipment information at least one hour prior to arrival at the border.

	Phase One	Phase Two	Phase Three (also referred to as eManifest)
Transport Mode Affected	Marine Cargo loaded in non-U.S. ports	Air Cargo and Marine Cargo loaded in U.S. ports	Cargo traveling via highway or rail
Date of Compliance	April 2004	July 2006	July 2015
Rules of Compliance	Electronic manifest must be filed at least 24 hours before a shipment's scheduled arrival.	Air: Electronic transmission of data at least 4 hours prior to arrival at Canadian airport. For flights less than 4 hours in duration, information must be filed at time of departure. Marine: Electronic transmission of data 24 hours prior to scheduled arrival in Canadian port.	Rail: Electronic transmission of cargo data at least 2 hours prior to arrival in Canada. Highway: Electronic transmission of cargo data at least 1 hour prior to arrival in Canada and up to 30 days in advance.

eManifest – Third Phase of the Advance Commercial Initiative

The third and final ACI phase – known as eManifest – took effect in July 2015. This phase affects highway and rail carriers, which account for roughly 70 percent of all Canada-bound shipments.

How to Ensure eManifest Compliance

The CBSA offers a choice with regard to data transmission: A business may choose from one of four CBSA-approved EDI (electronic data interchange) options or to transmit data via its customized web-accessed eManifest portal. In general, EDI options are for larger businesses with high volumes of shipments entering Canada, while medium and smaller businesses will likely prefer the eManifest portal.

Ensuring Compliance

STEP ONE: Every business submitting eManifest data must register with the CBSA and set up an account. The first step is to apply to the CBSA for what is called a “credential,” which is one of the following:

- A GCKey, which is a unique government-issued ID/password
- A Sign-In Partner, available to parties with accounts at Canadian banks, including TD Bank, Scotiabank, and BMO Financial Group

STEP TWO: Once a business has obtained a credential, it will need to decide which type of account to maintain. There are two options, a business account and a user account.

Business Accounts. These can only be established by a single authorized representative. That representative is known as the account owner and will have sole responsibility for the account.

eManifest portal user accounts. All other users will set up an eManifest portal user account, which is a much simpler process. A user will supply a name, email address, telephone number, and valid credential.

STEP THREE: Once a user account has been established, an applicant will be provided with a user reference number, which will be used to identify an account with the CBSA.

Required Data and Trade Documents

Once an account has been established, a business can access the eManifest system and enter required data elements. All shipments, regardless of mode of transport, must be accompanied by certain information including:

- Shipper Name and Address
- Consignee Name and Address
- Delivery Name and Address (if different from the Consignee)
- Cargo Description (packaging type and quantity)
- Gross Weight of Shipment
- Customs Self-Assessment (CSA) information (if applicable)

In addition, subsequent documentation is required for each transport mode.

For shipments entering Canada via truck, three different trade documents may need to be transmitted to the eManifest portal:

Highway Cargo Document. The Highway Cargo Document provides the CBSA with the initial record of a shipment that will be arriving in Canada. This is also known as a Cargo Control Document and is identified by a Cargo Control Number – CCN.

Highway Conveyance Document. This document provides information about the vehicle being used to transport goods entering Canada. This document is identified by a Conveyance Reference Number – CRN.

Combined Highway Document can be used as an alternate to the Cargo and Conveyance Documents. The Combined Highway Document merges the two documents into a single document for easier data entry.

Exemptions

Businesses that ship to Canada should assume that eManifest compliance is mandatory. However, there are limited exceptions. According to the CBSA, shipments that enter Canada under the “trusted trader” Courier Low Value Shipment program, which are generally smaller shipments valued at less than CAD \$2,500, will not have to comply with eManifest. Postal shipment full loads are also exempt, as are exports from Canada.

To learn more about these and other supply chain innovations, visit www.purolatorinternational.com/whitepapers to download Purolator International's white paper: *Canada's eManifest Initiative: Mandatory Electronic Pre-Filing for all Canada-Bound Shipments*.