



CANADA E-MANIFEST

What is an E-Manifest?

E-Manifest, a major Government of Canada initiative, is about getting the right information at the right time to enhance the ability of the Canada Border Services Agency (CBSA) to identify potential threats to Canada, while facilitating the movement of low-risk shipments across the border.

E-Manifest is a term used to describe the advance, electronic conveyance of freight information to customs officials prior to a shipment arriving at a border or prior to departure from originating country. It expedites the customs clearance process by allowing pertinent information about shipments to be assessed and approved by customs officials in advance of any shipment's physical arrival.

Why is E-Manifest Important?

When fully implemented, E-Manifest will require carriers, freight forwarders and importers in all modes of transportation (air, marine, highway and rail) to electronically transmit cargo, conveyance, house bill / supplementary cargo and importer data to the CBSA prior to loading in the marine mode and prior to arrival in the air, rail and highway modes.

To accommodate the number of shipments crossing borders every day, and with the increased attention to health and safety regarding shipment of dangerous or potentially harmful goods, many countries have implemented automated (electronic) processes to allow more intricate screening procedures to be carried out by customs officials in advance of all shipments.

E-Manifest in Canada

In Canada, the Advance Commercial Information (ACI) program is an example of one of these procedure sets that has been implemented in three phases; the first two pertaining to air and marine carriers, and the third pertaining to requirements for highway and rail shipments. Each method of shipment has its own set of processing guidelines as laid out by the ACI program.

E-Manifest is currently in the process of being implemented in Canada to pertain to all shipments. Given the complexity of migrating all shipment tracking information to exist in an electronic format, the Canada Border Services Agency (CBSA) is allowing carriers and freight forwarders a grace period for complete compliance with the new regulations. Eventually, E-Manifest will be the standard method for clearance and approval of all international trade goods leaving or entering Canada.

Please inform all your operations staff to comply with full pre-alert and be aware of our deadlines and potential penalties by Canada Customs if information is not received on time.

For more information on E-Manifest visit:

<http://www.cbsa-asfc.gc.ca/prog/manif/menu-eng.html>



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1) Mandatory Fields to be Submitted on the Pre-Alert and E-Manifest Data

- MAWB or MBL Number
- HAWB or HBL Number
- Shipper full name and address
- Consignee full name and address
- Cnee contact name, tel. number and e-mail address
- Cargo Description
- Cargo Weight
- Cargo dimensions
- Type of packing
- Port / Airport of Destination

2) Time Frames for Submitting Advance Information to MELLOHAWK Logistics in Canada PRIOR to Shipment Arrival

- a) **Marine Cargo: 48 hours** prior to shipment departure from origin country.
- b) **Air Cargo: 24 hours** prior to shipment departure from origin country.
- c) **Truck / Highway Cargo: 2 hours** prior to shipment departure from origin country.

2.1. Fail to comply with submission of information prior to loading will be a **\$5000.00 Cad** fine by Canada Customs to MELLOHAWK Logistics.

2.2. Fines imposed to MELLOHAWK Logistics will be billed at cost +10% administration fee back to the agent or shipper who failed to submit data to MELLOHAWK Logistics prior to loading.

3) The Process

- a) Origin agent or shippers at origin will submit complete pre-alert to MELLOHAWK Logistics to the following email address: **operations@mellohawk.com**
- b) MELLOHAWK Logistics will then submit complete data to Canada Customs via EDI.
- c) Canada Customs will validate data back to MELLOHAWK Logistics
- d) If any issues, MELLOHAWK Logistics will advise origin station to hold cargo at origin and NOT load or ship.