

# Dollar Tree Stores Canada, Inc.

## Canadian Customs Compliance Instructions

- I. Create an Order Release in the CVP for the given Canadian PO.
- II. Submit required shipment and compliance documents within the same day the Order Release is created in the CVP. All documents should be sent to both the correct Logistics Analyst **and** Customs Compliance (contact information below) by email with the title “Canadian Documents for PO (insert PO number)” in the Subject line.  
**\*\*\* Shipment cannot be assigned to a carrier for pickup until documentation is correct, complete, and approved by Dollar Tree.\*\*\***
- III. Required documentation:
- Canada Customs Invoice (CCI)**  
- See sample and instructions below. Interactive CCI available at <http://www.cbsa-asfc.gc.ca/publications/forms-formulaires/ci1.pdf>. Vendor may substitute its own Commercial Invoice if preferable. Commercial Invoice must be on vendor letterhead, and must include all of the information on a CCI.
  - Packing List**  
- See samples and instructions below. Packing list unnecessary if information is listed on CCI.
  - NAFTA Certificate (if applicable)**  
-See sample and instructions below. Interactive NAFTA Certificate available at [http://forms.cbp.gov/pdf/cbp\\_form\\_434.pdf](http://forms.cbp.gov/pdf/cbp_form_434.pdf).  
NAFTA Certificate is only required for goods manufactured in the US, CA or MX.
- IV. Additional documentation required for Hazardous Materials, Pet Food and Treats, Food, Seafood, Candy, Cosmetics (lotion, shampoo, mouthwash, deodorant), Medical Devices (toothbrushes, bandages, heating pads), Natural Health Products (vitamins, antacids, energy drinks, sunscreen), Drugs, and Wooden Toys. Please contact Customs Compliance if you have questions regarding the documentation required for your product.

### Dollar Tree Directory:

#### **Customs Compliance**

Jessica Ayling  
Sr. Customs Compliance Analyst  
[jayling@dollartree.com](mailto:jayling@dollartree.com)  
Phone 757-321-5601



1. Vendor (Name and Address)		2. Date of Direct Shipment to Canada		
4. Consignee (Name and Address)		3. Other References (Include Purchaser's Order No.)		
		5. Purchaser's Name and Address (if other than Consignee) DOLLAR TREE STORES CANADA, INC HQ, Unit# 206, 3185 WILLINGDON GREEN BURNABY, BC V5G 4P3		
		6. Country of Transhipment USA		
8. Transportation: Give Mode and Place of Direct Shipment to Canada		7. Country of Origin of Goods		
		If Shipment Includes Goods of Different Origins, Enter Origins Against Items in 12		
9. Conditions of Sale and Terms of Payment (I.e., Sale, Consignment Shipment, Leased Goods, etc.)  FCA		10. Currency of Settlement US FUNDS		
		10. Currency of Settlement US FUNDS		
11. No. of Pkgs.	12. Specification of Commodities (Kind of Packages, Marks and Numbers, General Description and Characteristics, I.e. Grade, Quantity)	13. Quantity (State Unit)	14. Selling Price	
			14. Unit Price	15. Total
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box  <input type="checkbox"/>		16. Total Weight		17. Invoice Total
Commercial Invoice No.		Net	Gross	
19. Exporter's Name and Address (if other than Vendor)		LBS		
21. Departmental Ruling (if applicable)		22. If fields 23 to 25 are not applicable, check this box <input checked="" type="checkbox"/>		
23. If included in field 17 indicate amount	24. If not included in field 17 indicate amount	25. Check (if applicable):		
(I) Transportation charges, expenses and insurance from the place of direct shipment to Canada \$	(I) Transportation charges, expenses and insurance to the place of direct shipment to Canada \$	(I) Royalty payments or subsequent proceeds are paid or payable by the purchaser <input type="checkbox"/>		
(II) Costs for construction, erection and assembly incurred after importation into Canada \$	(II) Amounts for commissions other than buying commissions \$	(II) The purchaser has supplied goods or services for use in the production of these goods <input type="checkbox"/>		
(III) Export packing \$	(III) Export packing \$	<input type="checkbox"/>		

## Canada Customs Invoice (CCI) Instructions

**\*Please note that you cannot save data typed into the online form. You must print the completed form.  
Data will be erased after the form is closed.**

- 1) The name and address of the entity selling the goods to Dollar Tree (Seller/Vendor).
- 2) The date the goods began their continuous journey to Canada.
- 3) Dollar Tree's PO# must be entered but can also include Vendor references, i.e. commercial invoice #, etc.
- 4) The name and address of the DC in Canada to which the goods are shipping:  

<b><u>DC411:</u></b> Dollar Tree Stores Canada, Inc. c/o SCI Logistics 7530 Hopcott Road, Delta, BC, V4G 1J1	<b><u>DC412:</u></b> Dollar Tree Stores Canada, Inc. c/o SCI Logistics 6110 Cantay Road, Mississauga, ON, L5R 3W5
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- 5) The name and address of the purchaser- *always*  
Dollar Tree Stores Canada, Inc.  
Unit #206-3185 Willingdon Green  
Burnaby, BC V5G 4P3  
Tax ID: 851370916 RM0001
- 6) The country through which the goods were shipped to Canada- *always USA*.
- 7) The country of origin of the goods. This is the country where the goods were manufactured, NOT necessarily the country from which they are shipping. If you are unsure of the correct country of origin, contact Customs Compliance.
- 8) The mode of transportation and the place from which the goods are shipping.
- 9) Describe the payment terms (incoterms) agreed upon by the vendor and the purchaser- *generally FCA (Free Carrier)*.
- 10) The currency- *always US Dollars*.
- 11) The number of packages.
- 12) Type of packages (i.e. cases, cartons), Dollar Tree's SKU and detailed description.
- 13) The quantity and unit of measure for each item.
- 14) The value per unit of measure in US Dollars.
- 15) The price paid or payable in the appropriate currency for the quantity shown in Field 13 for each item.
- 16) Show both the net and gross weights *in pounds*. Specify LBS.
- 17) The total price paid or payable for all goods on the invoice.
- 18) Check the box if the information in fields 1-17 is continued on an additional attached commercial invoice.  
An additional commercial invoice is *not* necessary.
- 19) The name and address of the entity shipping the goods to the Dollar Tree DC, if not the vendor.  
*If vendor, state SAME.*
- 20) If the invoice is completed on behalf of a company, the company's name and address must be indicated.
- 21) *Not applicable.*
- 22) Check the box. *Fields 23-25 are not applicable.*

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**Vendor may choose to use the following instead of the CCI:**

- A Commercial Invoice on vendor letterhead containing *all* of the information on a CCI; **OR**
- A Commercial Invoice which indicates the buyer, seller, country of origin, price paid or payable, a detailed description of the goods, quantity, and HTS number **AND** an attached CCI that provides the remaining required information.

# Packing List Sample (On Vendor Letterhead)

Invoice # 339490608 Other References Order ABC123

**Sold To:**  
Dollar Tree Stores Canada, Inc. HQ  
3175/3185 Willingdon Green  
Burnaby, BC, V5G 4P3

**Ship To:**  
Dollar Tree Stores Canada, Inc.  
c/o SCI Logistics  
7530 Hopcott Road, Delta, BC, V4G 1J1

<u>PO</u>	<u>SKU ID</u>	<u>SKU Description</u>	<u>CTN Weight</u>	<u>Case Pack</u>	<u>Total Pieces</u>	<u>SKU Total Weight</u>	<u>CTN QTY</u>	<u>Comments</u>
55432	1234-56	6500 Spraylock Adhesive	11lbs	6	66	110 lbs	10	<i>Cans of glue for tile</i>
55432	VFT20-111-75	Vinyl Flooring Tile	38 lbs	36	9396	9918 lbs	261	<i>Store floor tile</i>
<b>Total:</b>						<b>10,028 lbs</b>	<b>271</b>	

Total Pallet Count 5 Pallet Weight 250 lbs

Total Trailer Weight 10,278 lbs

Total Trailer Cube 3,000 cf

Total Trailer Cartons 271

## Packing List Instructions

The packing list *must* contain the following elements:

- 1) Name and address of the Dollar Tree store to which the goods are being sold (Bill To/ Sold To):  
*Always use Dollar Tree Stores Canada, Inc. HQ, 3175/3185 Willingdon Green, Burnaby, BC, V5G 4P3.*
- 2) Name and address of the DC in Canada to which the goods are shipping (Ultimate Consignee/ Ship To).
- 3) The CCI or Commercial Invoice number.
- 4) The Purchase Order (PO) number.
- 5) A detailed description of each item, including any shipping marks and/or numbers.
- 6) The total quantity AND the following quantity breakdown per item:
  - a) Case pack per item
  - b) Total pieces per item
  - c) Carton quantity per item
- 7) The total weight of the goods AND the following weight breakdown:
  - a) Carton weight (indicate LBs or KGs).
  - b) Weight per item (SKU total weight).
- 8) The number of pallets and pallet weight.
- 9) The total trailer weight (indicate LBs or KGs).
- 10) The total trailer cube in cubic feet.

DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

OMB No. 1651-0098  
Exp. 03-31-2012

**NORTH AMERICAN FREE TRADE AGREEMENT  
CERTIFICATE OF ORIGIN**

19 CFR 181.11, 181.22

1. EXPORTER NAME AND ADDRESS  TAX IDENTIFICATION NUMBER:	2. BLANKET PERIOD FROM _____ TO _____ 4. IMPORTER NAME AND ADDRESS  TAX IDENTIFICATION NUMBER:
3. PRODUCER NAME AND ADDRESS  TAX IDENTIFICATION NUMBER:	

5. DESCRIPTION OF GOOD(S)	6. HS TARIFF CLASSIFICATION NUMBER	7. PREFERENCE CRITERION	8. PRODUCER	9. NET COST	10. COUNTRY OF ORIGIN

I CERTIFY THAT:

- THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS. I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT;
- I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM, IN WRITING, ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE;
- THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT AND UNLESS SPECIFICALLY EXEMPTED IN ARTICLE 411 OR ANNEX 401, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES; AND
- THIS CERTIFICATE CONSISTS OF  PAGES, INCLUDING ALL ATTACHMENTS.

11a. AUTHORIZED SIGNATURE	11b. COMPANY	
11c. NAME	11d. TITLE	
11e. DATE	11f. TELEPHONE NUMBERS	(Voice) _____ (Facsimile) _____

## **NAFTA Certificate of Origin Instructions**

*For purposes of obtaining preferential tariff treatment, this document must be completed legibly and in full by the exporter and be in the possession of the importer at the time the declaration is made.*

If you have any questions regarding the NAFTA Certificate, please contact Customs Compliance.

### **Field 1:**

State the full legal name, address (including country) and legal tax identification number of the exporter. Legal tax identification number is: in Canada – employer number or importer/exporter number assigned by Revenue Canada, in Mexico – federal taxpayer's registry number (RFC), and the United States – employer's number or Social Security Number.

- *Exporter is always your company.*

### **Field 2:**

Complete field if the Certificate covers multiple shipments of identical goods as described in Field 5 that are imported into a NAFTA country for a specified period of up to one year (blanket period). "FROM" is the date upon which the Certificate becomes applicable to the good covered by the blanket Certificate (it may be prior to the date of signing this Certificate). "TO" is the date upon which the blanket period expires. The importation of a good for which preferential tariff treatment is claimed based on this Certificate must occur between these dates.

### **Field 3:**

State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the producer. If more than one producer's goods are included on the Certificate, attach a list of the additional producers, including the legal name, address (including country) and legal tax identification number, cross referenced to the good described in Field 5. If you wish this information to be confidential, it is acceptable to state "Available to Customs Upon Request". If the producer and the exporter are the same, complete field with "SAME". If the producer is unknown, it is acceptable to state "UNKNOWN".

### **Field 4:**

State the full legal name, address (including country) and legal tax identification number, as defined in Field 1, of the importer. If importer is not known, state "UNKNOWN", if multiple importers, state "VARIOUS".

- *Always use:* Dollar Tree Stores Canada, Inc. HQ  
3175/3185 Willingdon Green  
Burnaby, BC, V5G 4P3.

Tax ID: 851370916 RM0001

### **Field 5:**

Provide a full description of each good. The description should be sufficient to relate it to the invoice description and to the Harmonized System (HS) description of the goods. If the Certificate covers a single shipment of a good, include the invoice number as shown on the commercial invoice. If not known, indicate another unique reference number, such as the shipping order number.

### **Field 6:**

For each good described in Field 5, identify the HS tariff classification to six digits. If the good is subject to a specific rule of origin in Annex 401 that requires eight digits, identify to eight digits, using the HS tariff classification of the country into whose territory the good is imported.

### **Field 7:**

For each good described in Field 5, state which criterion (A through F) is applicable. The rules of origin are contained in Chapter Four and Annex 401. Additional rules are described in Annex 703.2 (certain agricultural goods), Annex 300-B, Appendix 6A (certain textile goods) and Annex 308.1 (certain automatic data processing goods and their parts). Note: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.

**Preferential Criteria:**

A. The good is “wholly obtained or produced entirely” in the territory of one or more of the NAFTA countries, as referred to in Article 415. Note: the purchase of a good in the territory does not necessarily render it “wholly obtained or produced”. If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref: Article 401(a) and 415).

B. The good is produced entirely in the territory of one or more of the NAFTA countries and satisfies the specific rule or origin, set out in Annex 401, that applies to its tariff classification. The rule may include a tariff classification change, regional value-content requirement or a combination thereof. The good must also satisfy all other applicable requirements of Chapter Four. If the good is an agricultural good, see also criterion F and Annex 703.2. (Ref: Article 401(b)).

C. The good is produced entirely in the territory of one or more of the NAFTA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition “wholly produced or obtained”, as set out in Article 415. All materials used in the production of the good must qualify as “originating” by meeting the rules of Article 401(a) through (d). If the good is an agricultural good, see also criterion F and Annex 703.2 (Ref: Article 401 (c)).

D. Goods are produced in the territory of one or more of the NAFTA countries but do not meet the applicable rule of origin, set out in Annex 401, because certain non-originating materials do not undergo the required change in tariff classification. The goods do nonetheless meet the regional value-content requirement specified in Article 401 (d).

This criterion is limited to the following two circumstances:

1. The good was imported into the territory of a NAFTA country in a unassembled or disassembled form but was classified as an assembled good, pursuant to HS General Rule of Interpretation 2(a).

**OR**

2. The good incorporated one or more non-originating materials, provided for both the good and its parts and was not further subdivided into subheadings, or the subheading provided for both the good and its parts and was not further subdivided.

**Note:** This criterion does not apply to Chapters 61 through 63 of HS (Reference: Article 401 (d)).

E. Certain automatic data processing goods and their parts, specified in Annex 308.1, that do not originate in the territory are considered originating upon importation into the territory of a NAFTA country from the territory of another NAFTA country when the Most-Favoured-Nation Tariff rate of the good conforms to the rate established in Annex 308.1 and is common to all NAFTA countries. (Ref: Annex 308.1).

F. The good is an originating agricultural good under preference criterion A, B or C above and is not subject to a quantitative restriction in the importing NAFTA country because it is a “qualifying good” as defined in Annex 703.2, Section A or B (please specify). A good listed in Appendix 703.BB.7 is also exempt from quantitative restrictions and is eligible for NAFTA preferential tariff treatment if it meets the definition of “qualifying good” in Section A of Annex 703.2. Note 1:

This criterion does not apply to goods that wholly originate in Canada or the United States and are imported into either country. Note 2: A tariff rate quota is not a quantitative restriction.

**Field 8:**

For each good described in field 5, state "YES" if you are the producer of the good. If you are not the producer of the good, state "NO" followed by (1), (2), or (3), depending on whether this certificate was based upon: (1) your knowledge of whether the good qualifies as an originating good; (2) your reliance on the producer's written representation (other than a Certificate of Origin) that the good qualifies as an originating good; or (3) a completed and signed Certificate for the good, voluntarily provided to the exporter by the producer.

**Field 9:**

For each good described in Field 5, where the good is subject to a regional value content (RVC) requirement, indicate "NC" if the RVC is calculated according to the net cost method; otherwise, indicate "NO". If the RVC is calculated according to the net cost method over a period of time, further identify the beginning and ending dates (DD/MM/YY) of that period. (Ref: Articles 402.1, 402.5).

**Field 10:**

Identify the name of the country ("MX" or "US" for agricultural and textile goods exported to Canada; "US" or "CA" for all goods, exported to Mexico; or "CA" or "MX" for all goods exported to the United States) to which the preferential rate of customs duty applies, as set out in Annex 302.2, in accordance with the Marking Rules or in each Party's schedule of tariff elimination. For all other originating goods exported to Canada, indicate appropriately "MX" or "US" if the goods originate in that NAFTA country, within the meaning of the NAFTA Rules of Origin Regulations, and any subsequent processing in the other NAFTA country does not increase the transaction value of the goods by more than 7%; otherwise indicate as "JNT" for joint production. (Ref: Annex 302.2).

**Field 11:**

This field must be completed, signed and dated by the exporter, when the Certificate is completed by the producer for use by the exporter, it must be completed, signed and dated by the producer. The date must be the date the Certificate was completed and signed.