



## **EXPORTING TO PFIZER CANADA INC.** **INVOICE REQUIREMENT CHECKLIST**

Dear Supplier,

For Canadian Customs compliancy purposes and for your convenience, we are providing you a Canada Invoice template (*word doc*), whereby denoted fields on the invoice coincide with the field numbers listed below. For ease in completion, we have highlighted zones in yellow, where data is required.

In the event you prefer to use your own company letterhead invoice, this is an acceptable process, as long as the required titles and fields mimic those below.

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**Field #1** - Denote **Vendor/Seller** name and address; the word **Vendor or seller** must appear on the invoice.

**Field #2** - Denote **date** of export (**when the goods leave the shipping dock**).

**Field #3** - Denote associated PO# Invoice # and any internal shipping reference.

**Field #4** - Denote **consignee (receiving party)** name and address.

**Field #5** - Denote **Importer of Record/Sold to** name and address:

Pfizer Canada Inc., 17,300 Trans Canada Highway, Kirkland, Quebec H9J 2M5

**Identify business unit** - WBB or PGRD or other.

\*\*\* *Party responsible for payment of duties and taxes to the Receiver General of Canada.*

**Field #7** - The **Origin (made in country of each commodity)** for each line item.

\*\*\* If manufactured in Puerto Rico must read **Puerto Rico** NOT USA!!

\*\*\* If product is manufactured in **USA**, the state in which it is manufactured must be denoted on the invoice.

**Field #8a - Transportation:**

The waybill number, Carrier name and Incoterms (**freight terms**) should be completed by the shipping department.

**Field #8b - Notify Party:** Pfizer Canada Inc's Customs Broker is

**Affiliated Customs Brokers Limited**

Attention: Dennis Weight Acct Mgr

Email: [dweight@affiliated.ca](mailto:dweight@affiliated.ca)

Tel: 514 288-1211 Ext. 244 Fax: 514 288-9161

**Field #9 - Condition of Sale** – Sale transaction or Value for Customs purposes (**free of charge**)

\*\*\* If the shipment is free of charge the value methodology should be denoted as follows:

1. Computed value –
2. Residual value –

See link for additional details. [BSF5000: Importer's Valuation Guide](#)



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**Field #10** - Denote **currency** of trade.

**Field #11** - Include a copy of the packing slip with the shipment or denote the **number of boxes, cartons or pallets** with the total **Net and Gross weight** shipped on the invoice.

**Field #12** - Identify **product name** with **full description** (for drug products include drug strength and HealthCanada assigned DIN numbers per drug product); or CAS# for chemical compounds where applicable

### **Tariff Classification and applicable Tariff Code:**

The **Canadian H.S. Tariff Classification 10 digit number** must appear within text of Commercial Invoice; this may be obtained from the Pfizer Canadian Customs Site Administrator or the Pfizer Canada Purchase Order.

**Note: low value shipments are not exempt from denoting the full tariff code!**

**Field #13** - Indicate the **number of units shipped**

**Field #14** - Unit price: the **value per unit**

**Field #15** - Line total: **extended total** of the line.

**Field #16** - Weight of shipment **Net** (without packaging and pallets) and **Gross** (total weight).

**Field #17** - Grand total value of all line items.

**Field #19** - Denote **exporter (shipper) name and full address**

\*\*\* If different to vendor #1 in field #19 of the invoice

### **Field #20 - Originator -**

Where the invoice is completed on behalf of a company, the company's name and address must be indicated. The name of the person completing the invoice may also be indicated. Invoices completed on behalf of individuals must indicate the name and address of the person completing the invoice. This field may be left blank if this information is provided elsewhere on the invoice

### **Field #21 - CBSA ruling -**

Give the number and date of any CBSA ruling applicable to the shipment

### **Field #22 - #25**

Indicate the currency used when Field 23 or 24 is applicable. The actual completion of Fields 22 to 25 is self-explanatory with the exception of export packing. The amount of export packing must be indicated if additional packing was required solely for the overseas transportation of goods. Detailed information on the remaining sub-components of these fields can be found in Memorandum D13-4-7, Adjustments to the Price Paid or Payable (Customs Act, Section 48).