



Purchasing Officer/Buyer receives quote for goods from Vendor

Will or did goods ship from international destination?

NO

Domestic shipment

YES

Does Vendor have a Canadian GST#?

NO

YES

UVic is Importer of Record (IOR) (NOS form required)

Vendor is Importer of Record or Non-Resident Importer (IOR or NRI) (No NOS form required)

INCO 2020 term: EXW, FCA, CPT, DAP, DPU etc., NOT DDP

INCO 2020 term: Deliver Duty Paid (DDP) ONLY

Does Quote/PO/Commercial Invoice/ Invoice show ZERO Canadian taxes collected by Vendor?

Does Quote/PO/Commercial Invoice/ Invoice show Canadian taxes collected by Vendor?

YES

NO

NO

YES

Document revised

Document revised

Document is incorrect and needs to be amended

Does Quote/PO/Commercial Invoice/ Invoice reference using UVic's customs broker for clearance?

NO

NO

Does Quote/PO/Commercial Invoice/ Invoice reference Vendor's customs broker for clearance?

YES

YES

Document revised

Document revised

Carrier fwd's clearance docs to UVic's broker

Carrier fwd's clearance docs to UVic's broker. Broker contacts UVic to confirm above info is correct

UVic's customs broker clears on our behalf

Customs Brokerage:

UVic's broker fwd's clearance docs to Vendor's customs broker who then clears on their behalf

Assesses duties & taxes (D&T)

Issues payment to CRA of D&T

Broker issues invoice to IOR/NRI for reimbursement of D&T, + service fee