Purchasing Officer/Buyer receives quote for goods from Vendor

Will or did goods ship from international destination?

YES

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

NO

Does Vendor have a Canadian GST#?

YES

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?

YES

Document revised

NO

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

YES

NO

Document revised

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

YES

NO

Document revised

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

YES

NO

Document revised

Carrier fwd’s clearance docs to UVic’s broker

UVic’s customs broker clears on our behalf

Customs Brokerage:

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

NO

Document revised

NO

NO

Document revised

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

NO

NO

Document revised

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