

The true cost of buying internationally
An example - all methods of purchasing (i.e. includes PCard)

	CDN Supplier Surrey BC	US Supplier Portland OR	Comments
Cost of good	100.00	60.00	
Duty		6.00	on certain goods; do your homework
Brokerage fee		23.00	is the service fee charged to clear each shipment by our brokerage firm. Contact Purchasing for current rates.
Exchange rate costs		3.05	there are fees of approximately 1.5% to 2.5% built into the exchange rate we pay
Freight	15.00	30.00	shorter distance; the lower the freight charge and less paperwork the freight company has to do
PST	7.00	4.83	assumes PST is applicable on this purchase
GST	5.00	3.45	if it applies in Canada, it will apply to the international shipment.
	\$ 127.00	\$ 130.33	

- Example above may not represent all of the costs elements for your shipments.
- Refer to [Customs & brokerage](#) or contact the [Purchasing](#) in advance of placing an order.
- Use the [Shipment Tracker form](#) to provide important clearance information; this is particularly important for PCard purchases.
- Cross border shipments can be complex due to the nature of the good, country of origin and duty regulations.

Tips and information

- Consolidate orders of low value goods when practical; will generate fewer brokerage fees and reduce UVic administration
- Vendors that adjust the value of the goods to help us reduce clearance costs put UVic at risk of being fined by the Canada Border Service Agency (CBSA)
- Brokerage fees are a service fee we pay for expertise related to Customs and Duties policy, regulations and procedures as set by the CBSA
- Notify [Purchasing](#) about what you bought on your PCard so they know to expect goods arriving at the border for clearance (use [Shipment Tracker form](#)) and receive your shipment faster.
- An international shipment creates two payment transactions, one to the vendor and one to the brokerage company
- Canadian sales taxes apply and have to be self-assessed by Accounting Services on all international purchases with the normal exemptions that apply. This includes purchases made on Pcards.
- No charge items for evaluation, testing, warranty repair returns, trade show equipment still have to be cleared and brokerage fees apply for clearance services. Make sure the returning party clearly marks documents with the reason for goods being returned and/or their purpose. Unsolicited items that you did not order, such as promotional items or samples, should arrive all fees paid by the shipper. If not, question the shipment before providing your FAST code.
- Current rates for flat brokerage fees; value of shipment >\$2,500 - \$45, <\$2,500 - \$23. Other charges may apply; contact Purchasing for information related to your shipment.