

# 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 [CanadaCustomsDocuments@dollartree.com](mailto:CanadaCustomsDocuments@dollartree.com) 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.
  - USMCA Certificate (if applicable)**
    - See samples and instructions below. USMCA 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.



1. Vendor (Name and Address)		2. Date of Direct Shipment to Canada		
		3. Other References (Include Purchaser's Order No.)		
4. Consignee (Name and Address)		5. Purchaser's Name and Address (if other than Consignee) DOLLAR TREE STORES CANADA, INC 405 BRITANNIA ROAD EAST SUITE #6 MISSISSAUGA, ON L4Z 3E6		
		6. Country of Transhipment		
		7. Country of Origin of Goods	If Shipment Includes Goods of Different Origin, Enter Origin Against Items in 12	
8. Transportation: Give Mode and Place of Direct Shipment to Canada		9. Conditions of Incoterms, Sale and Terms of Payment (i.e., Sale, Consignment Shipment, Landed Goods, etc.)		
		10. Currency of Settlement US FUNDS		
11. No. of Pkgs.	12. Specification of Commodity (Kind of Package, Mark and Number, Grade, Quantity Description and Characteristics, i.e. Grade, Quantity)	13. Quantity (State Unit)	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 LBs	Gross LBs	\$0.00
19. Exporter's Name and Address (if other than Vendor)		.		
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 \$			

## 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 Canada #99411 DC Delta 411 7530 Hopcott Road, Delta, BC, V4G 1J1	<b><u>DC412:</u></b> Dollar Tree Canada #99412 DC Mississauga 412 6780 Creditview Road, Mississauga, ON, L5N 8E9
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- 5) The name and address of the purchaser- *always*:  
**Dollar Tree Stores Canada, Inc.**  
405 Britannia Road East Suite #6  
Mississauga, ON L4Z 3E6  
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 (i.e. cases, cartons).
- 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.*
- 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. A Commercial Invoice on vendor letterhead containing *all* of the information on a CCI; **OR**
- b. 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.  
405 Britannia Road East Suite #6  
Mississauga, ON L4Z 3E6

**Ship To:**

Dollar Tree Canada #99411  
DC Delta 411  
7530 Hopcott Road  
Delta, BC, V4G 1J1

<u>PQ</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	11	<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>272</b>	

Total Pallet Count 5

Pallet Weight 250 lbs

Total Trailer Weight 10,278 lbs

Total Trailer Cube 3,000 cf

Total Trailer Cartons 272

## 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, 405 Britannia Rd East Suite #6, Mississauga, ON L4Z 3E6.*
- 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.

**United States-Mexico-Canada Agreement  
Certificate of Origin  
US**


1. EXPORTER NAME, ADDRESS AND EMAIL          TAX IDENTIFICATION NUMBER: _____	2. BLANKET PERIOD
	FROM (mm/dd/yyyy) 01/01/2022
	TO (mm/dd/yyyy) 12/31/2022

3. PRODUCER NAME, ADDRESS AND EMAIL          TAX IDENTIFICATION NUMBER: _____	4. IMPORTER NAME, ADDRESS AND EMAIL DOLLAR TREE STORES CANADA, INC. 405 BRITANNIA ROAD EAST, SUITE #8 MISSISSAUGA, ON L4Z 3E8 canadacustomsdocuments@dollartree.com  TAX IDENTIFICATION NUMBER: 851370916 RM0001
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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 GOODS DESCRIBED IN THIS DOCUMENT QUALIFY AS ORIGINATING AND THE INFORMATION CONTAINED IN THIS DOCUMENT IS TRUE AND ACCURATE. I ASSUME RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS AND AGREE TO MAINTAIN AND PRESENT UPON REQUEST OR TO MAKE AVAILABLE DURING A VERIFICATION VISIT, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATION.

I FURTHER CERTIFY THAT I AM THE \_\_\_\_\_ (EXPORTER, PRODUCER, IMPORTER)

11.	11a. AUTHORIZED SIGNATURE 	11b. COMPANY _____	
	11c. NAME _____	11d. TITLE _____	
	11e. DATE (mm/dd/yyyy) _____	11f. TELEPHONE NUMBERS (Voice) _____ (Facsimile) _____	11g. EMAIL _____

## UNITED STATES-MEXICO-CANADA AGREEMENT CERTIFICATE OF ORIGIN INSTRUCTIONS

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

- FIELD 1: State the full legal name, address (including country), email and legal tax identification number of the exporter. Legal taxation number is: in Canada, employer number or importer/exporter number assigned by Revenue Canada; in Mexico, federal taxpayer's registry number (RFC); and in the United States, employer's identification number or Social Security Number.
- FIELD 2: Complete field if the Certificate covers multiple shipments of identical goods as described in Field #5 that are imported into a USMCA country for a specified period of up to one year (the blanket period). "FROM" is the date upon which 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 treatment is claimed based on this Certificate must occur between these dates.
- FIELD 3: State the full legal name, address (including country), email and legal tax identification number, as defined in Field #1, of the producer. If more than one producer's good is included on the Certificate, attach a list of 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 CBP 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), email and legal tax identification number, as defined in Field #1, of the importer. If the importer is not known, state "UNKNOWN"; if multiple importers, state "VARIOUS".
- 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 (H.S.) description of the good. 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 H.S. 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 H.S. 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 D) is applicable. The rules of origin are contained in Chapter Four
- NOTE: In order to be entitled to preferential tariff treatment, each good must meet at least one of the criteria below.**

### Preference Criteria

- A The good is "wholly obtained or produced entirely" in the territory of one or more of the USMCA countries as referenced in Article 4.3 (Wholly Obtained or Produced Goods).
- B The good is produced entirely in the territory of one or more of the USMCA countries and satisfies the specific rule of origin, set out in Annex 4-B (Product Specific Rules of Origin).
- C The good is produced entirely in the territory of one or more of the USMCA countries exclusively from originating materials. Under this criterion, one or more of the materials may not fall within the definition of "wholly produced or obtained", as set out in article 4.3 (Wholly Obtained or Produced Goods), or
- D Except for a good provided in Chapter 81 to 83 of the Harmonized System:
- 1 Produced entirely in the territory of one or more of the USMCA countries.
  - 2 One or more of the non-originating materials provided for as parts under the Harmonized System used in the production of the good cannot satisfy the requirements set out in Annex 4-B (Product-Specific Rules of Origin) because both the good and its materials are classified in the same subheading or same heading that is not further subdivided into subheadings, or the good was imported into the territory of a Party in an unassembled or disassembled form but was classified as an assembled good pursuant to rule 2(a) of the General Rules of Interpretation of the Harmonized System; and
  - 3 The regional value content of the good, determined in accordance with Article 4.2 (Regional Value Content), is not less than 80 percent if the transaction value method is used, or not less than 50 percent if the net cost method.
- And the good satisfies all other applicable requirements of Chapter 4 (Rules of Origin).

- 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 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 over a period of time, further identify the beginning and ending dates (MM/DD/YYYY) of that period. (Reference: Article 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 CBP 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 USMCA country, within the meaning of the USMCA Rules of Origin Regulations, and any subsequent processing in the other USMCA country does not increase the transaction value of the goods by more than seven percent; otherwise indicate "JNT" for joint production. (Reference: Annex 302.2)
- FIELD 11: This field must be completed, signed, and dated by the exporter, importer or producer. The date must be the date the Certificate was completed and signed.