



### **Re: International Shipments into Canada**

To ensure your inbound package are cleared and not held at the border, the following information should be provided on the Waybill and/or Commercial Invoice:

- Contact name (Professor's name)
- Contact phone number (destinations accurate number)
- Contact email Address (email of person who can clear items)
- UBC speedchart (required to cover custom/duties and brokerage fees)
- Speedchart number should be inserted into the address lines of a shipment in the following way SC/XXXX (the four letters associated with the Grant)
- Purchase Order Number (if applicable)

Inbound shipments should also include the following information regarding our brokerage firm to ensure documents are submitted to the correct group at Livingston.

**Livingston International**  
**Client Service Team 60**  
**1-866-548-4685**

### **Importation of Goods into Canada - Background**

The University of British Columbia (UBC) has partnered with Livingston International to provide Customs Brokerage Services for all shipments being received from international locations. As the Importer of Record, UBC is responsible for the customs compliance and clearance of goods crossing the Canadian border. All shipments consigned to UBC are reported to the Canada Border Services Agency (CBSA).

UBC's customs broker Livingston International holds Power of Attorney to clear customs shipments, prepare customs documentation and pay duties and taxes on behalf of UBC.

Livingston has partnered with UBC Financial Operations to ensure UBC's shipments are cleared and released according to regulatory requirements. Livingston continually works with UBC to uncover opportunities to reduce duties, manage best practices to avoid penalties and reduce compliance risks.

Email [info.pps@ubc.ca](mailto:info.pps@ubc.ca) with any questions or concerns.