Electronic Commerce Client Requirements Document

Chapter 17: Customs Self Assessment (CSA) Importer

DRAFT

For Discussion
2021/09/22

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Revision History

Date Changes Made	Version	Changes Made	Changes Made By
December 2018	1.3	Reformatting for CBSA's common look and feel. Added the TCCU contact information on the back of the cover page (i.e., page 2). Removed any contact information scattered through the document and inserted references to page 2 instead. Repaired minor formatting issues. Changed the "Participants Requirements Document (PRD)" references to "Electronic Commerce Client Requirements Document (ECCRD)" Changed the "Customs Inspector" references to "CBSA Border Services Officer (BSO)" Changed the following D Memorandum references: from: "D3-1-7" to "D23-2-1"	Technical Commercial Client Unit, CBSA and Trusted Trader Programs Unit, CBSA

		from "D17-1-7" to "D23-3-1" from "D11-6-4" to "D17-2-1"	
		Changed "Compliance Manager" references to "Senior Trusted Trader Officer (STTO)"	
		Foreword: Corrected the chapter numbers of the recommended reference documents (which had changed in 2013).	
		Section 1.1.1 Updated passage to align with D Memorandum wording, "low-risk shipments from the United States & Mexico."	
		Section 2.1.12 (b) Updated passage to align with D Memorandum wording, removed "to an importer who is a vehicle manufacturer within the automotive industry"	
		Appendix E: Load Specifications for Vendors and Consignees	
		Bullet 2: changed the requirement for submitting the	

| | | | complete file to CBSA six weeks before the CBSA start date (rather than three weeks).

Replaced the "Numbers of Vendors and Consignees/Medium to be Used" table with a statement that "The TCP list must be submitted on a CD-ROM or USB key, and must follow the specifications below."

Removed references to the magnetic tape option.

In the "Flat File Specifications", "All fields must be left aligned" was added

Appendix G: Communication Options
Removed the content and replaced it with a Web link to up-to-date information available online. | |
| November 2021 | 3.4 | Forward and Introduction Sections updated to reflect current information.

Updates made to Trade Chain Partner lists – | CARM Solution Delivery Team, CBSA

and

Trusted Trader Programs Unit, CBSA |

		must now be provided electronically.	and
			Commercial Data Acquisition and Notification Support Service, CBSA
		Update to Appendix E – Removal of CD ROM and USB option to submit TCP lists.	
		Shipping locations added to Trader Chain Partner Section.	
		Removal of all reference of B3, CADEX, RSF and X-Types as they no longer apply under CARM. For current requirements, refer to ECCRD Chapter 26.	

FOREWORD

The following document, which is a sub-section of the Electronic Commerce Client Requirements Document (ECCRD), sets out the technical specifications for Customs Self Assessment (CSA) Importers to comply with CSA Importer program requirements specifically relating to the:

- CSA Clearance Process
- Provision of and maintenance to the participant's Trade Chain Party list (e.g., vendor and consignee)
- Other Government Departments

The above requirements are a sub-set of the broader CSA Importer program requirements.

Clients should review ECCRD Chapter 24 Accounts Receivable Ledger (ARL) and Chapter 26 Canada Border Services Agency (CBSA) Assessment and Revenue Management (CARM) for details on billing, payment, transmitting Commercial Accounting Declarations (CAD), corrections and adjustments.

Clients are advised that its content is subject to revision and amendment given the possibility of policy changes, system upgrades and changing operational requirements. The current version aligns the CSA importer process to the changes required as a result of the CARM Project. That being said, the Technical Commercial Client Unit (TCCU) of the CBSA will endeavour to provide as much advance notice as possible of major system changes and will notify clients of upcoming changes via e-mail. Please ensure that your e-mail address information is kept up to date with the TCCU.

This section of the ECCRD is Chapter 17: **Customs Self -Assessment (CSA) Importer** is mandatory reading for all CSA Importer participants. (Please note CSA Carriers must consult the ECCRD, Chapter 18, CSA Carrier.) It is recommended that Electronic Data Interchange (EDI) participants' technical staff review all narrative sections of this document in conjunction with the EDI message maps, supporting data element glossaries, and code tables, contained in the "CSA Importer Appendix B - EDI Message Maps and Code Tables" document ("Appendix B"), as some operational rules associated with the CSA program affect non-CSA systems programming.

Chapter 17 has been prepared as an informational document for participants in the CSA program. The contents give an overview of the EDI environment at the CBSA and the implementation methodology associated with the CSA program. The main purpose of this document is to assist CSA participants with their internal implementation. Specific CSA program details and other relevant information requirements are supplied.

This document is divided into several sections, with a number of appendices, to address the various levels of information required by the participants.

Note: The assumption in this document is that the client is already an EDI participant. If you are not already an EDI participant, you will require other ECCRD chapters as reference for existing CBSA EDI functionality, namely:

- **Chapter 16 ACROSS**
- **Chapter 21 Release Notification System (RNS)**
- **Chapter 24 Accounts Receivable Ledger (ARL)**
- **Chapter 26 CBSA Assessment and Revenue Management (CARM)**

Unless otherwise stated in this document, all contents of existing CBSA ECCRD chapters will still apply.

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1.0 PROFILE

1.1 INTRODUCTION

1.1.1 The Customs Self Assessment (CSA) program focuses on establishing a partnership agreement, based on risk assessment and improved technology, between the Canada Border Services Agency (CBSA) and businesses. This partnership eliminates many of the traditional impediments to the daily conduct of import business. Canadian businesses can depend on the predictable and timely release of goods, which in turn reduces costs and increases competitiveness. At the same time, the CBSA gets to know its commercial business clients better and concentrates its resources on unknown and high-risk clientele.

1.2 PURPOSE

1.2.1 The CBSA's non-CSA reporting, release and accounting processes are based on a transactional model. **Under CSA, pre-approved, low-risk importers, carriers and drivers have access to streamlined clearance of approved, low-risk goods. They are also required to use their own commercial business systems to generate customs reporting and accounting (CAD) and for periodic verifications by the CBSA.** Under CARM, importers will be able to access the CARM Client Portal to view and manage their duties and tax accounts with the CBSA, submit Commercial Accounting Declarations (CADs), make any necessary corrections, submit electronic payments, and file advance ruling requests. **Carriers are responsible for creating and maintaining an audit trail that identifies and tracks CSA shipments from origin to delivery.**

1.3 SCOPE

1.3.1 GENERAL

1.3.1.1 Importers participating in the CSA Program must be able to transmit CADs and adjustments as described in ECCRD Chapter 26: CBSA Assessment and Revenue Management (CARM). You can find more information on the CSA program in D Memorandum D23-3-1, CSA Program for Importers, and D23-2-1, CSA Program for Carriers.

1.3.1.2 Importers must also send the following to the CBSA:

   (a) updates to vendor listing (see section 3.4); and
   (b) updates to consignee listing (see section 3.5);

1.3.2 RELEASE NOTIFICATION SYSTEM (RNS)

1.3.2.1 Participants will not receive an electronic notification of CSA clearances, as no transaction number is presented at the time of release. However, they will continue to receive release notification

messages for service options where a transaction number is used. For more information relating to RNS, please refer to ECCRD Chapter 21.

1.3.3 CSA EDI MESSAGE TYPES

1.3.3.1 Implementation of the CSA program restricts the number of message standards and map versions that support the changes for CSA. Therefore, importers who wish to transmit information to the CBSA electronically must choose from the following messages:

MESSAGE TYPE	INBOUND TO CBSA	OUTBOUND TO CLIENT	DATA FORMAT
Trade Chain Partner (TCP) Consignee/Vendor Updates	✓		UN/EDIFACT version 99B
Functional/Application Acknowledgment for Trade Chain Partner (TCP) Consignee/Vendor Updates		✓	UN/EDIFACT version 99B
Commercial Accounting Declaration (CAD) Submissions	✓		XML
CAD Functional Acknowledgment of Receipt		✓	XML
CAD Error Response Message		✓	XML
CAD Application Response Message		✓	XML
Release Notice System (RNS) Arrival 96A	✓		UN/EDIFACT version 96A
Release Notice System (RNS) Response 96A		✓	UN/EDIFACT version 96A
Release Notice System (RNS) Arrival 99B	✓		UN/EDIFACT version 99B
Release Notice System (RNS) Response 99B		✓	UN/EDIFACT version 99B

*Technical note to UN/EDIFACT data format users: When submitting an UN/EDIFACT transaction, any records larger than 80 characters, delimiters included, should wrap to a new record. For example, a 250-character record would be placed on three individual 80 character records and one 10 character record.

1.4 OVERVIEW

1.4.1 Before importers can qualify under the CSA Program, the CBSA will ensure that their business systems and processes meet the mandatory requirements for CSA. CSA clients will:

(a) have a sound communication process with vendors, suppliers, and their internal departments such as purchasing, logistics, traffic, customs, receiving and accounts payable; and with their carriers and designated CBSA service provider (if applicable), to ensure accurate and complete reporting to the CBSA;

(b) ensure that their business systems support the elimination of inventory control by the CBSA;

(c) ensure the format of data meets CBSA specifications;

(d) maintain a current list of Trade Chain Partners (TCP). CSA participants must maintain these lists electronically. CSA importers must maintain current lists of vendors and consignees (updates must be received by CBSA prior to importation);

(f) maintain high levels of compliance with CBSA programs.

1.5   DESIGN CONSIDERATIONS

1.5.1   GENERAL

1.5.1.1 For CSA importers, the meaning of release under section 2 of the Customs Act (the *Act*) includes the receiving of goods at the place of business of the importer, owner, or consignee. CSA importers must transmit a release date on all CAD entries, regardless of the service option used to enter the goods. Therefore, the date the goods are physically received by the importer, owner or direct ship consignee is used as the release date transmitted to the CBSA on the CAD B3 entry, unless the actual CBSA release date is used.

1.5.1.2 CSA importers do not have to provide appraisal quality invoices (AQ), or invoice data, for any shipments. However, CSA importers must still provide this level of detail when other government departments require the information (must be "AQ included"), e.g. for import permits, certain agricultural products, etc. If "AQ to follow" is indicated, and a CBSA officer requests this information, it must be provided.

1.5.1.3 CSA importers must maintain a current list of trade chain partners (U.S. and Mexico vendors and direct-delivery consignees) with the CBSA.

2.0 CSA CLEARANCE PROCESS

2.1 GENERAL BUSINESS RULES

2.1.1 CSA importers may elect to use a streamlined clearance process for eligible shipments, carried by CSA-approved carriers, and - for highway mode - reported by registered drivers.

2.1.2 Generally, CSA clearance requires three data elements, i.e. CSA Importer Business Number (BN), CSA Carrier Code, and registered driver number.

2.1.3 If the CSA carrier does not provide cargo and conveyance information electronically pre-arrival, the CSA carrier must present importer, carrier and driver data elements upon arrival.

2.1.4 The submitted data elements will be verified electronically at the primary inspection line (PIL) in highway mode or upon arrival for other modes. When all submitted data elements are validated, the carrier will be authorized to deliver the CSA shipment.

2.1.5 CSA importers are required to provide their BN to carriers to use the CSA clearance process.

2.1.6 In order to remain consistent across modes of transport, cargo control documents will not be required to clear a CSA shipment. However, drivers must have available, at the time of report, commercial documents (such as bills of lading) that provide: a general description of the goods, name and address of where the goods were picked up, quantity, weight, and the name and address of the consignee.

2.1.7 All eligible commercial goods entering Canada and cleared under CSA must be imported by a CSA-approved importer and transported by a CSA-approved carrier using a registered driver.

2.1.8 Appraisal quality invoices are **not** normally required (i.e. at the time of release or accounting) for clearances by CSA importers, **except** where other government departments require the presentation of such invoices or upon demand by a CBSA officer.

2.1.9 The primary CSA carrier will be liable for the duties and taxes on imported CSA shipments until received at the place of business of the importer, owner, or consignee. The primary carrier must obtain and keep proof of delivery for audit trail purposes. Proof of delivery will represent CBSA release and transfer the liability for the shipment from the CSA carrier to the CSA importer.

2.1.10 No matter what service option the importer uses to clear CSA eligible or non-eligible goods (e.g. RMD, PARS, IID, CSA, etc.), the CSA importer must transmit a CAD, pay duties, taxes and interest, and make corrections and adjustments in accordance with CSA requirements, and ECCRD Chapters 24 and 26.

2.1.11 Clearance records entered in the CBSA's system relating to the Business Number (BN) of a CSA importer do not require acquittal. Under CSA, there is no link between the clearance decision in the Accelerated Commercial Release Operations Support System (ACROSS) and accounting acceptance in the CARM system . Accounting of goods to the CBSA is to be triggered from companies books and records. **All** goods imported by a CSA importer, whether released by the CBSA under a non-CSA option or authorized for delivery under a CSA option, will be accounted (CAD) to the CBSA as per ECCRD Ch. 26.

2.1.12 Goods eligible for CSA clearance are currently defined as follows:

  (a) goods that have been shipped directly from the United States, or
  (b) goods that have been shipped directly from Mexico

In both cases, there must be no requirement, under any Act of Parliament or of the legislature of a province, that a permit, licence or other similar document be presented at time of report.

2.1.13 Goods imported by a CSA approved importer are <u>not</u> eligible for reporting under the CSA service option if they are:

  (a) subject to regulation by other government department(s) (OGD), unless an arrangement has been made with that OGD; or
  (b) a prohibited, controlled or regulated import into Canada in accordance with the provisions of an Act of Parliament or of the legislature of a province, as well as the regulations made pursuant to any Act, that prohibits, controls, or regulates their importation.

2.1.14 Importers must indicate to their carriers those goods/shipments that are eligible for CSA clearance.

2.2   RNS MESSAGES

2.2.1 Once the CSA shipment has arrived, the Release Notification System (RNS) will transmit a Customs Response (CUSRES) message to RNS participants. The message will be associated with the cargo control number or transport document number of the CSA shipment, where provided, and will read as follows:

  (a) If the cargo is not selected for examination, the CUSRES message "Authorized To Deliver" will be transmitted (e.g. GIS + 23).
  (b) If the cargo is referred for examination, the CUSRES message "Goods Required For Examination – Referred" will be transmitted (e.g. GIS + 5).

2.2.2 RNS will transmit a Customs Response (CUSRES) message to RNS participants. The RNS message will be associated to a cargo control number or transport document number, and a transaction number where a related release request exists as follows:

  (a) For CSA shipments:

      (i) When an "authorized to deliver" decision is entered, the CUSRES message "Authorized To Deliver" is transmitted.

  (b) For interim accounting (e.g., PARS, RMD, IID) shipments:

      (i) If a "to be released" recommendation is on file, and where the conveyance is authorized to move, the CUSRES message "Goods Released" will be transmitted.

(ii) If a "refer" or "reject" decision is on file, the conveyance will automatically be referred at the port of arrival for further processing.

(iii) In those instances where the cargo control number has no release request associated with it ("failed PARS"), and the carrier does not receive expected related release requests (such as a "Declaration Accepted" RNS message indicating a PARS was submitted to the CBSA), the carrier must ensure the Port of Destination matches that of the warehouse sub-location at least one hour prior to arrival. When the driver reports to the CBSA at the time of arrival, the cargo will be treated as an in-bond shipment, and the conveyance will be authorized to move to the valid sufferance warehouse reported on the EDI cargo.

(iv) If a PARS is submitted by the broker and is worked by the CBSA within the one-hour timeframe prior to arrival, but after the carrier has made the change to the Port of Destination, the carrier will not be required to take further action. The PARS will then be processed at first point of arrival.

Note: The Port of Destination transmitted must match the release office on the release request (e.g. PARS/RMD).

(v) If an examination is required, it will be performed at the port of arrival. If ACROSS is updated with a "released" decision after the examination, the CUSRES message "Goods Released" will be transmitted.

(c) For in-bond shipments:

(i) When the in-bond shipment arrives at the Port of Destination, RNS participants who have arrival certification capability may transmit an arrival certification message to the CBSA. The applicable release/hold for exam/error CUSRES message will then be returned to the originator of the arrival message.

(d) **Note:** Existing EDI arrival rules apply (i.e. the release port must equal the port on the arrival message). See the ACROSS and RNS Chapters of the ECCRD for more information.

2.2.3 **EDI Arrival Note:** Where an EDI arrival is transmitted in error (i.e. the sender recognizes that they have transmitted an arrival that they should not have), the sender of the EDI arrival must immediately notify the CBSA at the Port of Destination that the cargo was arrived in error.

3.0 TRADE CHAIN PARTNER (TCP) UPDATES

3.1 MAINTAINING PROFILE: VENDORS AND CONSIGNEES

3.1.1 CSA importers are required to maintain a profile with the CBSA of U.S. and Mexico vendors and direct-delivery consignees in Canada.

3.1.2 CSA importers must provide the initial Trade Chain Partner (TCP) listing during the application process. See Appendix E for instructions.

3.1.3 Once approved for CSA, participants will be required to maintain (update) TCP listings as described in this section. The requirement to maintain TCP profiles with the CBSA electronically, via EDI, begins on the CSA Start Date.

3.1.4 As outlined in D Memorandum D23-3-1, CSA importers are required to maintain with the CBSA:

  (a) a current list of U.S. and Mexico vendors (i.e. all the vendor names and addresses); and
  (b) a current list of domestic consignees, including direct delivery shipments (i.e. all the consignee names and addresses).

3.1.5 To help CSA importers transmit additions to their current lists of vendors and consignees, the CBSA has provided an EDI Transaction Set Message Map (see Appendix B for the "Trade Chain Partner Consignee and Vendor Updates").

3.2 TCP GENERAL BUSINESS RULES

3.2.1 The following rules apply to all types of trade chain partners (i.e. vendors, consignees):

  (a) An addition to the list of trade chain partners is required when the participant has made arrangements to purchase from or deliver shipments to a new trade chain partner.

  (b) The new trade chain partner record must be transmitted electronically before a shipment arrives in Canada.

  Note: Failure to maintain the TCP list could result in penalties and sanctions against the CSA participant. You can find more details on CSA contraventions in D Memoranda D23-3-1.

  (c) CSA participants must successfully test electronic updates to their lists of trade chain partners with the CBSA before they receive CSA approval.

  (d) Each addition or deletion from a CSA participant's trade chain partner file will result in an acknowledgment or a rejection message from the CBSA.

  (e) Transmitted data that contain errors will be rejected and sent back to the CSA participant. The CSA participant is responsible for making sure that all transmitted updates are accepted before involving the trade chain partner in any shipment.

  (f) Messages must include all mandatory data elements as identified in Appendix B.

(g) An **add** is used for the submission of a trade chain partner. Multiple records of the same type may be added at the same time.

(h) Participants should use a unique numbering system to transmit the trade chain partners as an EDI standard so that they can ensure that all updates have been successfully processed. (This number is transmitted in the BGM segment as the Document Message Number.) If errors occur, this unique numbering system will facilitate corrections. The TCCU requires this number to assist clients in the trouble-shooting of errors.

(i) Trade chain partners are maintained at the **division** level for CSA importers. In those instances where a CSA participant has been approved to use more than one importer Business Number (BN), updates must be applied individually for each division using that trade chain partner.

3.3 TCP GENERAL BUSINESS FLOWS

3.3.1 ELECTRONIC ADDITIONS

3.3.1.1 The client transmits an original message with a new trade chain partner to the CBSA. The importer must include a Reference Function Code qualifier and Reference Identifier (both in the RFF segment) in the transmission to the CBSA.

3.3.1.2 The CBSA will validate the EDI profile to ensure that the CSA participant has been approved for maintaining a list of trade chain partners. If the client has not been approved, the CBSA will return a rejection message to the client.

3.3.1.3 If the CSA participant has been approved for sending trade chain partner updates, the system will search to find out if the new record already exists on file. If the record already exists, the EDI update will be rejected with the message "DUPLICATE (*Consignee or Vendor*)."

3.3.1.4 The data transmitted will be validated (see Appendix B – for "Trade Chain Partner (TCP) Updates" message maps).

3.3.1.5 Each addition accepted by the CBSA will receive an acknowledgment message. For more information, see the following message map in Appendix B for consignee and vendor updates:
  "Functional Acknowledgment & Application Advice for Consignee/Vendor Trade Chain Partner (TCP)

3.3.3 TRANSMISSION ACKNOWLEDGMENTS

3.3.3.1 The CSA importer must send a unique Document Message number (BGM segment) to allow the CBSA to acknowledge messages. For each TCP update transmission received from the CSA importer, the CBSA will respond with an acknowledgment or error message. TCP error messages can be found in the Appendix B: Code Table # 1 -- EDI Response/Error Codes**.**

3.3.4 TRANSMISSION MESSAGE MAP

3.3.4.1 See Appendix B for the -"Consignee/Vendor Trade Chain Partner (TCP) Updates UN/EDIFACT" message map.

3.4 TCP - VENDOR UPDATES

3.4.1 VENDOR BUSINESS RULES

3.4.1.1 Transmissions must be sent in UN/EDIFACT Version 99B format.

3.4.1.2 An addition to a CSA importer's list of U.S. and Mexico vendors is required when a CSA importer has contracted to purchase goods from a U.S. or Mexico vendor who exports to Canada but who is not yet listed with the CBSA.

3.4.1.3 The CSA importer will transmit a U.S. and Mexico vendor update as soon as it is apparent that this unlisted U.S. or Mexico vendor will be exporting goods from the U.S. or Mexico to Canada. The CSA importer must transmit the addition of a U.S. or Mexico vendor electronically before any shipment, ordered from the unlisted U.S. or Mexico vendor, is reported to the CBSA at the Canada-U.S. border. It would not be in the best interest of a CSA importer to use a U.S. or Mexico vendor who is not currently on their profile with the CBSA to clear a CSA shipment, since the benefit of the streamlined CSA clearance process would be lost for this shipment.

> **Note:** Failure to maintain the TCP list could result in penalties and sanctions against the CSA participant.

3.4.2 VENDOR ADDITIONS

3.4.2.1 Adding a new vendor:

(a) The CSA importer transmits an original message with a new vendor.

(b) The importer Business Number must be included in the add message, must be the valid format and must be an approved CSA participant.

(c) When a reference code qualifier ADZ (BN) is used to identify the vendor, the vendor's Canadian importer Business Number must be valid and sent in the correct format (i.e. 999999999RM9999).

(d) A complete vendor address is required.

(e) The submitted vendor's Reference Identifier must be unique, i.e. must not be duplicated.

(f) If the submitted vendor's Reference Identifier is not already listed on the originating importer's TCP file, the CBSA will acknowledge acceptance of the message by returning an acknowledgment message to the originator.

3.5   TCP – CONSIGNEE UPDATES

3.5.1   CONSIGNEE BUSINESS RULES

3.5.1.1 Transmissions must be sent in UN/EDIFACT Version 99B format.

3.5.1.2 An addition to a CSA importer's list of Canadian consignees is required when a CSA importer has contracted to have a shipment delivered directly to a Canadian consignee who is not currently on their trade chain partner list filed with the CBSA.

3.5.1.3 The CSA importer will transmit a Canadian consignee update as soon as it is apparent that a direct delivery arrangement has been made for the unlisted Canadian consignee. The CSA importer is to transmit the addition of a Canadian consignee electronically before any shipment is reported to the CBSA at the Canada-U.S. border. It would not be in the best interest of the CSA importer to use a Canadian consignee who is not currently on their profile with the CBSA to clear a CSA shipment, since the benefit of the streamlined CSA clearance process may be lost for this shipment.

Note: Failure to maintain the TCP list is a CSA contravention. This could result in penalties and sanctions against the CSA participant.

3.5.2   CONSIGNEE ADDITIONS

3.5.2.1 Adding a new consignee:

(a) The CSA importer transmits an original message with a new consignee.

(b) The importer Business Number must be included in the add message, must be the valid format and must be an approved CSA participant.

(c) When a reference code qualifier ADZ (BN) is used to identify the consignee, the consignee's Canadian importer Business Number must be valid and sent in the correct format (i.e. 999999999RM9999).

(d) A complete consignee address is required.

(e) The submitted consignee's Reference Identifier must be unique, i.e. must not be duplicated.

(f) If the submitted consignee's Reference Identifier is not already listed on the originating importer's TCP file, the CBSA will acknowledge acceptance of the message by returning an acknowledgment message to the originator.

4.0 OTHER GOVERNMENT DEPARTMENTS

Goods imported by a CSA approved importer are **not eligible** for CSA clearance under the CSA service option if they are subject to regulation by other government department(s) (OGD), unless an arrangement has been made with that OGD. Another clearance option will need to be used for OGD regulated goods (ie PARS, RMD, IID etc.) Accounting, adjustment, correction, billing, and payment to CBSA is the same for OGD goods, as for non-OGD goods.

Appendix A – Glossary of Acronyms

The following is a list of the acronyms used throughout the document:

ACROSS	Accelerated Commercial Release Operational Support System
Act	*Customs Act*
AMPS	Administrative Monetary Penalty System
ASN	Advanced Shipping Notification System
ANSI	American National Standards Institute
BN	Business Number
CAD	Canadian Dollars
CADEX	Customs Automated Data Exchange
CBSA	Canada Border Services Agency
CDRP	Commercial Driver Registration Program
CRL	Cargo/Release List
CSA	Customs Self -Assessment
CUSDEC	Customs Declarations Message
CUSRES	Customs Response Message
ECCRD	Electronic Commerce Client Requirements Document
EDI	Electronic Data Interchange
FAST	Free And Secure Trade
LVS	Low Value Shipment
MFN	Most Favoured Nation
PARS	Pre-Arrival Review System
PIL	Primary Inspection Line
OIC	Order In Council
RM	RM – Import/Export is the Program Account Identifier portion of Business Number (BN) (i.e., 123456789RM0001)
RMD	Release on Minimum Documentation
RNS	Release Notification System
RSF	Revenue Summary Form
SIMA	Special Import Measures Act
TCP	Trade Chain Partner
TRQ	Tariff Rate Quota
UN/EDIFACT	The United Nations EDI International standard "Electronic Data Interchange For Administration, Commerce, and Transport"

Appendix B – EDI Message Maps & Code Tables

For EDI Message Maps and Code Tables: Please refer to **"CSA Importer EDI MESSAGE MAPS & CODE TABLES – APPENDIX 'B'** of this document.

Appendix D – Related ACROSS Sections

There is additional related information in Chapter 16 of the ECCRD, the ACROSS document. The EDI protocols for these areas of ACROSS remain unchanged for CSA. If you have any questions, please refer to the relevant section under the following numbered headings in the ACROSS document:

2.0	OPERATING ENVIRONMENT
3.0	EDI RELEASE PROCESSING OVERVIEW
5.0	MESSAGE SCENARIOS
6.0	PARTICIPANT INFORMATION/REQUIREMENTS
7.0	SUPPORT INFORMATION
8.0	TESTING AND IMPLEMENTATION REQUIREMENTS
9.0	PROBLEM REPORTING AND ESCALATION
10.0	CLARIFICATION OF MESSAGE AND FUNCTIONALITIES

Appendix F   CODE TABLES

Canada Border Services Agency   **Agence des services frontaliers du Canada**

Appendix E – Load Specifications for Vendors and Consignees

As part of the Customs Self-Assessment (CSA) application and approval process, importers must submit an inventory of their trade chain partners to the Canada Border Services Agency (CBSA), as follows:

- A list of all U.S. and Mexico vendors and domestic direct ship consignees must be submitted to the CBSA with the Part II, Books and Records, of the application process. If there are significant volumes to be submitted, it is recommended that a test file be forwarded to check for file layout accuracy, before submitting the entire file.
- A complete file must be submitted to CBSA and approved at least six weeks before the CSA start date.

FLAT FILE SPECIFICATIONS

Only flat files in fixed length records with a .txt extension can be accepted by the CBSA and uploaded into CBSA systems. Submissions that do not conform to the specifications and cannot be uploaded to CBSA systems will be returned to the applicant. This will lead to delays in the application and approval process.

CBSA will not manipulate submissions to conform to the flat file specifications. Should corrections or updates to submissions be required, the CBSA cannot accept them by e-mail.

Specifications

Flat files consist of the following:

- A header record;
- Data records;
- A trailer record; and,
- All fields must be **left aligned.**

Header Record

The file must begin with a header record, which must be 450 bytes (i.e. 450 characters, including spaces). All the fields listed below are mandatory at the specified length. Complete the header record with a hard return (i.e. press 'enter').

Field	Data Element	Length	Specifications
1	Record Identifier	2 numeric	Must be '00'

| 2 | Business Number | 9 numeric | The 9 digit Business Number of the CSA importer. |
| 3 | Filler | 439 spaces | 439 blank spaces |

Example: The header record should begin like this 00123456789 and be followed by 439 blank spaces. **Do not fill with zeros.**

Data Records

Vendor and Direct-Shipped Consignee

Each line (i.e. each vendor or consignee record) must contain 450 bytes (i.e. 450 characters, including spaces). **All of the fields listed below are mandatory** at the set length specified. **Any unused characters must be spaces**. (Do not input "0"'s) At the end of each line include a hard return (i.e. press 'enter').

Field	Data Element	Length	Specifications	Example
1	Record Identifier	2 numeric	Must be '02' for consignee records Must be '03' for vendor records	02 03
2	Business Number	15 alphanumeric	BN must be a recognized division of a CSA applicant. Must be 9 digits, the identifier RM followed by 4 digits	123456789RM0001
3	TCP Type Code	2 numeric	Must be one of the following: 01 - Dunn & Bradstreet 02 – internal 03 – business number (CDN registered companies) 04 - internal revenue service (US) 05 - SCAC # 06 - other	03
4	TCP Identifier	15 alphanumeric	Must be 15 characters (including spaces) Will accept number or letters.	12345 67890abcd

				This must be unique and not duplicated.	
5	Address Line 1	30 characters	Must have at least 2 characters; At least one character must be numeric. Will accept punctuation and symbols. Must fill with spaces to equal 30 characters.	128th St.	
6	Address Line 2	30 characters	Will accept punctuation and symbols. Must fill with spaces to equal 30 characters.	Unit 88	
7	City	30 characters	Must have at least 2 characters. Will accept punctuation and symbols. (e.g. St. John's) Must fill with spaces to equal 30 characters.	New York	
8	Province/State Code	2 alpha	**For consignee records:** A valid province is mandatory. **For Vendor Records:** If country code is "US" a valid state code is mandatory; If country code is not "US" a 2 character province/state code can be entered, otherwise it must be filled with 2 blank spaces.	AB NY	
9	Country Code	2 alpha	**For consignee records:** Must = "CA" **For Vendor Records:** Can not= "CA"	CA US	
10	Postal/Zip Code or other country postal code	10 alphanumeric	**For consignee records:** Must be valid postal code (no space in the middle) **For Vendor Records:** If country code is "US" then a valid ZIP code is	N9D7H4 12345 123456789	

			required. A 5 digit ZIP code must be followed by 5 spaces and a 9 digit ZIP code cannot have the hyphen and must be followed by one space. If country code is not "US", another country postal code can be entered, otherwise it must be filled with 10 spaces.	A1A1A1B
11	Business Name	175 alphanumeric	Must be at least 2 alphanumeric; Will accept punctuation and symbols. Must fill with spaces to equal 175 characters.	ABC Importing
12	Filler	137 spaces	Must fill with 137 spaces	137 spaces

The total record must be comprised of 450 characters- including spaces.

Trailer Record

The file must end with a trailer record, which must be 450 bytes (i.e. 450 characters, including spaces). **All the fields listed below are mandatory** at the specified length. Any unused characters must be spaces. **Do not include a hard return at the end of the trailer record (i.e. do not press 'enter').**

Field	Data Element	Length	Specifications
1	Record Identifier	2 numeric	Must be '99'
2	Number of Records	9 numeric	The number of records in the file, including the header and trailer records. This number must have preceding zeros (e.g. 000000076)
3	Filler	439 blank spaces	439 spaces

Example: If you had 74 vendors and consignees in the file and remembering to add in the header and trailer records, the trailer would be 99000000076 followed by 439 spaces. **Do not fill with zeros.**

REASONS FOR REJECTION OF FLAT FILE SUBMISSIONS

Submissions will be **rejected** if:

- The header record does not exist, is duplicated, or is found elsewhere in the file;
- The header record does not begin with '00';
- The 9 digit Business Number is not valid with the CBSA, or is not a valid CSA importer;
- The header or trailer record does not have exactly 450 characters, including spaces;
- No vendor or consignee records exist (i.e. no data records were provided);
- The vendor/ consignee records are not maximized to exactly 450 characters;
- The TCP identifier (field 4) is duplicated;
- If there is a space in the postal code or it is not a valid postal code;
- The data in each field is not left aligned;
- The trailer record does not begin with '99';
- The total record count does not equal the count in the trailer record, including the header and trailer records;
- The record count field is not 9 digits (e.g. '000000076') and/or,
- There is a hard return after the trailer.

Appendix F – TCP Translation Map

TCP EDI Map				TCP Load File			
Segment	**Data Element**	**Specs**	**Example**	**Field #**	**Data Element**	**Specifications**	**Example**
BGM	Document Message #	Client defined	1234	N/a	N/a	N/a	N/a
BGM	Message Function	2=add 3=delete	2 3	N/a	N/a	N/a	N/a
CST	SOID	Vendor Consignee	570 * 588	1	Record Identifier	02=consignee 03=Vendor	02 03
CST	Custom Code ID	BN (legal entity)	123456789	N/a	N/a	N/a	N/a
CST	Custom Code ID	BN (division – with RM)	123456789 RM0001	2	BN	BN must be a CSA appl	123456789RM0001
DTM	Processing Date	Date	20050311	N/a	N/a	N/a	N/a
RFF	Reference Function Code qualifier	AQP- Dunn&Bradstreet AQR - USDunn&Bradstreet IA -Internal vendor ANT-Internal Consignee ACB-US Govt Agency # AAZ -Standard Carrier ADZ-CBSA BN ZZZ -Other	ADZ	3	TCP Type Code	01Dunn&Bradstreet 02-internal 03 – CBSA BN 04 – internal revenue service 05 – SCAC # 99 -Other	03
RFF	Reference Identifier	Field represents the above qualifier	123548779RM1234	4	TCP Identifier	Field represents the above qualifier	123456789RM0001
NAD	Function Code	VN-vendor UC – Consignee		N/a	N/a	N/a	N/a

NAD	Name	Business Name	ABCPaper Products	11	Business Name	Business Name	ABC Paper Products
NAD	Address line 1 And 2	Street address	123 Lisgar st	5/6	Address line 1 & 2	Street address	123 Lisgar St
NAD	City	City	Ottawa	7	City	City	Ottawa
NAD	Province/State Code	Prov/State code	Ont	8	Province/ State code	Valid prov/state code	On
NAD	Postal /Zip	Postal or Zip	KIK 3X1	10	Postal ode or Zip	Valid prov/state code	K1K0Z1
NAD	Country Code Name	Country code	CA	9	Country code	Country code	CA
Segment Gr15 CST	Customs identity code	10 digit HS code	This is conditional loop in TCP map				
FTX	Free Text	Descrip of commodity					
LOC	Place or Location	Country of Origin code					
TDT	Mode Transport	Mode of transport					

*Service Option codes 570 and 588 on the EDI map are the record types ACROSS uses to ensure the data are copied under the appropriate CSA application, i.e. Vendor or Consignee.

Appendix G – Transmission Options

In order to connect with the CBSA's host system, the client must choose one of the following transmission options. Please note that the CBSA does not endorse any particular service and its responsibility is limited to making this information available to clients. Any decision on transmission services is the client's and any agreement to purchase is strictly between the vendor and the client. Before submitting an application for Electronic Data Interchange (EDI) services, the client is to ensure that the transmission option chosen is available for the Customs application they wish to use. The client is responsible for all transmission costs to the CBSA.

For more information on the various EDI communication methods, please refer to the CBSA website at:
www.cbsa-asfc.gc.ca/eservices/comm-eng.html