



eManifest Highway Carrier Frequently Asked Questions

This information sheet provides answers and clarification to frequently asked questions regarding highway carrier reporting requirements at the First Point of Arrival (FPOA) in Canada.

On May 6, 2015, regulatory amendments supporting the Canada Border Services Agency's (CBSA) eManifest initiative were published in the [Canada Gazette, Part II](#), making eManifest requirements for highway carriers mandatory. The following implementation timelines apply:

- **From July 10, 2015, to January 10, 2016**, carriers who do not comply with eManifest requirements may be issued zero-rated penalties (non-monetary) under the CBSA's Administrative Monetary Penalty System (AMPS).
- **Beginning January 11, 2016**, carriers who do not comply with eManifest requirements may be issued monetary AMPS penalties.

Q1: As of January 11, 2016, if the carrier arrives at the border and has not successfully provided the CBSA with pre-arrival eManifest data, will the carrier be required to return to the United States?

A1: No. As of January 11, 2016, carriers who do not comply with eManifest requirements will experience processing delays and may be subject to monetary penalties. Carriers that voluntarily return to the United States may still be subject to monetary penalties.

Q2: Are Customs Self Assessment (CSA)/Free and Secure Trade (FAST) carriers who are only transporting CSA-eligible goods required to submit pre-arrival eManifest data to the CBSA?

A2: No. If the CSA/FAST carrier is only transporting goods eligible for CSA clearance, pre-arrival eManifest data is not required and the carrier must use the existing CSA clearance process using the three bar codes. Refer to D-Memo 3-1-7 at www.cbsa-asfc.gc.ca/publications/dm-md/d3/d3-1-7-eng.html.

Q3: Are CSA/FAST carriers who are not transporting any goods (the conveyance is empty) required to submit pre-arrival eManifest conveyance data to the CBSA?

A3: No. CSA/FAST carriers, with an empty conveyance and a CDRP/FAST-approved driver, are exempt. Refer to D-Memo 3-1-7 at www.cbsa-asfc.gc.ca/publications/dm-md/d3/d3-1-7-eng.html.

Q4: Are non-CSA/FAST carriers who are not transporting any goods (the conveyance is empty) required to submit pre-arrival eManifest conveyance data to the CBSA?

A4: The CBSA is encouraging but not requiring pre-arrival eManifest conveyance data for empties, until further notice.

Refer to Customs Notice 15-030 at www.cbsa-asfc.gc.ca/publications/cn-ad/cn15-030-eng.html.

Q5: Is a handwritten Conveyance Reference Number (CRN) on the eManifest lead sheet acceptable, or does the entire lead sheet have to be bar-coded?

A5: There are three options available to carriers and their drivers when presenting documents to the CBSA officer upon arrival at FPOA:

1. **(Preferred option)** Present a lead sheet that contains, at a minimum, a bar-coded Conveyance Reference Number (CRN).
2. Present a lead sheet that contains, at a minimum, a bar-coded Cargo Control Number (CCN) with a handwritten CRN.
3. Present a lead sheet that contains, at a minimum, a handwritten CRN and also present Pre-Arrival Review System (PARS) document(s) with a bar-coded PARS number.

NOTE: A stamp on a lead sheet signifies Proof of Report of the conveyance and cargo **not** Proof of Release of the cargo.

Each option requires that a document with a machine-readable bar code be presented to the CBSA officer. When scanned, this code will link to the pre-arrival cargo and conveyance data transmitted by the carrier. Refer to *Presenting eManifest Lead Sheets on Arrival at the Border* at www.cbsa-asfc.gc.ca/prog/manif/reqadinfo-exrensupsup-eng.html.

Q6: Will Pre-Arrival Review System (PARS) documents be stamped by a CBSA Border Services Officer (BSO) when they are presented to the BSO at the border along with the mandatory eManifest lead sheet?

A6: Yes. When the carrier presents the eManifest lead sheet **and** PARS documents for shipments that are being released at the border under a PARS service option, the BSO will stamp the lead sheet as Proof of Report, and will also stamp the PARS documents when the goods are released. If the PARS documents are not stamped with the lead sheet, the driver should request to have the PARS stamped. The PARS documents should be retained by the carrier as Proof of Release.

Refer to *Stamping: Highway Carrier Documents to be Presented and Stamped at the Border* at www.cbsa-asfc.gc.ca/prog/manif/reqadinfo-exrensupsup-eng.html, and to D-Memo 17-1-4, paragraph 72, at www.cbsa-asfc.gc.ca/publications/dm-md/d17/d17-1-4-eng.html.

Q7: A shipment crossed and was released by the BSO at FPOA but only the eManifest lead sheet was stamped. Now, a CBSA Transportation Audit is being conducted and the carrier is unable to provide the CBSA with proof of release (either electronic or paper). Will the carrier immediately be issued a penalty under the Administrative Monetary Penalty System (AMPS)?

A7: No. If the CBSA is able to verify in the CBSA system that the goods were properly accounted for, this will suffice that the carrier has met their obligation and no penalty will be issued. Drivers should be producing PARS documents to be stamped by BSOs at the time their cargo is released at FPOA if the carrier has no other means of obtaining proof of release (e.g. via the CBSA's Release Notification System / RNS). If no stamp was given at that time, the carrier can request, after the fact, to have the PARS documents stamped by contacting the Port of Entry where the cargo crossed and speaking with the BSOs. Similarly, no penalty will be issued if the CBSA is able to verify that the goods were properly reported but no stamped lead sheet is on file.

NOTE: This is an interim solution and all carriers should be retaining records of report and release for audit purposes. Records may be either electronic or paper and must be made available upon request by the CBSA.

Q8: If a carrier successfully transmits the required pre-arrival eManifest data, has a PARS set up for FPOA release, arrives at FPOA and only presents an eManifest lead sheet to the BSO, is this sufficient to obtain the release of the PARS shipment?

A8: Yes. RNS participants can rely on this electronic system for Proof of Release. However, if the carrier requires the stamp on the PARS document to satisfy Proof of Release, it is the carrier's responsibility to provide documentation (PARS) for the BSO to stamp as Proof of Release and to retain those documents for audit purposes.

Refer to *Stamping: Highway Carrier Documents to be Presented and Stamped at the Border* www.cbsa-asfc.gc.ca/prog/manif/reqadinfo-exrensupsup-eng.html.

Additional information on eManifest requirements for highway carriers can be found at

www.cbsa-asfc.gc.ca/prog/manif/reqhc-extr-eng.html

and in D-Memorandum 3-4-2 at

www.cbsa-asfc.gc.ca/publications/dm-md/d3/d3-4-2-eng.html