Customs Clearance Process and Broker Change
New Broker: UPS Supply Chain Solutions Inc.
Effective Date: January 15, 2009

The purpose of this bulletin is to advise the York community of changes to the customs clearance program, including the change from our previous broker, Livingston International, to our new broker, UPS Supply Chain Solutions Inc. (UPS SCS). This change is the result of a competitive process conducted on our behalf by the Canadian Association of University Business Officers (CAUBO).

As a member of CAUBO, York University is pleased to collaborate with vendors selected by this association and Procurement Services has been working with UPS SCS over the past several months to achieve the following in support of the University’s obligations to the customs clearance process:

- Compliance with legislative requirements (i.e. The Customs Act, North American Free Trade Agreement [NAFTA] and Administrative Monetary Penalty Systems [AMPS])
- Efficient customs clearance process through the Canada Border Services Agency (“Customs Canada”)
- Improved import shipment tracking
- Comprehensive insurance reporting mechanisms
- Facilitated customs workshops
- Dedicated customer service

Please be advised that, effective January 15, 2009, UPS Supply Chain Solutions Inc. will be York University’s only authorized customs broker. Shipments in the categories noted below will not be authorized for clearance by the University.

- Shipments for York students unless they are also York employees importing on behalf of the University (e.g. research assistants)
- Personal imports
- Unsolicited goods

General Information

York University must be compliant with federal customs regulations and related Acts to avoid financial penalties. As such, it is extremely important that the University community ensure that the customs clearance process meets with stipulated requirements when ordering goods from non-Canadian suppliers.

Procurement Services is responsible for managing the importing customs clearance process on behalf of the University, and will work with the broker and the community to ensure that we collectively meet our obligations.

To this end, Procurement Services will be offering workshops for interested community members who are actively involved in purchasing goods from non-Canadian suppliers. Workshop announcements will be made in early February.

Exporting remains the responsibility of individual community members. Information related to exporting requirements will be posted on the Procurement Services web site as it becomes available.
The Customs Clearance Process: Imports

For community members

Community members may order goods from non-Canadian suppliers via Purchase Order or the University Purchasing Card (PCard). At a minimum, suppliers must be provided with the following critical information to ensure that shipments reach their internal destination efficiently:

- Your name, telephone number, complete campus address (i.e. building name and room number)
- Purchase Order number or cost centre when using the PCard
- The customs broker name: UPS Supply Chain Solutions Inc.
- A clear indication to the suppliers if you are ordering perishable items (when using the PCard) and noted on the purchasing requisition (when requesting a Purchase Order)

For suppliers

Recent changes to regulations and policies made by the Canada Border Services Agency (“Canada Customs”) under the Advance Commercial Information program now require that suppliers provide more comprehensive documentation prior to shipping the goods. This information will be posted on the Procurement Services web site.

This and other important customs clearance information will be updated on the Procurement Services web site shortly. Please visit us at http://www.yorku.ca/finance/services/procurement/customs_intro.htm

Should you have any questions regarding this program, please contact Sally Azim, Procurement Specialist (azims@yorku.ca or at extension 22516) or Vince Carinci, Senior Buyer (vcarinci@yorku.ca or at extension 20688).

Regards,

Renata Faverin
Director, Procurement Services
rfaverin@yorku.ca
416-736-4153