



## EXPORTING TO CANADA

### INVOICE REQUIREMENT CHECKLIST

1. Denote **Vendor** name and address; *the word **Vendor** must appear on the invoice.*
2. Denote **Exporter (shipper) name and full address** if different to vendor #1.
3. Denote **Sold to** name and address.
4. Identify **Importer of Record, (Pfizer Canada Inc. PAH ,WPO or PGRD 17,300 Trans Canada Highway Kirkland, Quebec Canada H9J 2M5)** party responsible for duties and taxes and has obtained a Business Number from the Receiver General of Canada.
5. Denote **Consignee** name and address
6. Denote **date** of export (when the goods leave the shipping dock).
7. Denote **Purchase Order** number and buyer name.
8. Denote **Incoterms.**
9. Identify **product name with full description** (include end use); denote titles of reprints or CAS# for chemicals or DIN numbers for saleable drugs where applicable.
10. The **Canadian H.S. Tariff Classification 10 digit number** must appear within text of Commercial Invoice; this may be obtained from your Purchase Order.
11. Indicate the **number of units shipped the value per unit** along with the **extended total** and the **currency of trade.**
12. The **Origin (manufacturing country of each commodity)** must be denoted if Puerto Rico must read **Puerto Rico** NOT USA!!
13. Include the applicable **NAFTA certificate or Import Permit** with the shipment
14. The dimensions of the boxes with the number of boxes and total **Net and Gross weight** shipped must be indicated on the Invoice.
15. Ensure a **waybill is completed and packing slip** is sent along with the Invoice to be included with the import shipment.

**Pfizer Canada Inc's Customs Broker is UPS SCS Inc.** contact names are  
**Natercia Linhares** Tel: 514-285-1500 X 5478 email: [nlinhares@ups.com](mailto:nlinhares@ups.com)

**Or**

**SamilaMoonoosamy** Tel:514-285-1500X5440 email: [samila.moonoosamy@ups.com](mailto:samila.moonoosamy@ups.com)  
located at 101 Marcel Laurin St-Laurent, Quebec Canada H2N 4M3