



# We've got the USA covered!

## How to Ship to the USA



## Table of Contents

Assessing the size and weight of your shipment .....	2
Weight and Size Standards.....	2
Courier .....	2
LTL.....	2
Dimensional Weight.....	2
Bill of Lading.....	3
How to Label your Shipment .....	4
Do you need a Customs Broker?.....	5
US Customs Requirements .....	5
Commercial Invoice .....	6
Commercial Invoice Completion Instructions .....	7
New Province of Origin Reporting Requirement.....	8
Regulated or Controlled Products OGA (Other Government Agencies) .....	8
TSCA (Toxic Substances Control Act) .....	8
VFD (Video Film Declaration) .....	8
FCC form 740 (Federal Communications Commission) .....	8
FDA form 2877 (Food and Drug Administration) .....	8
FDA (Food and Drug Administration) .....	8
Textile Declaration or Multiple Declaration .....	9
Interim Footwear Invoice .....	9
Declaration for Free Entry of Unaccompanied Articles .....	9
NAFTA Certificate of Origin (North American Free Trade Agreement).....	9
Where is your parcel?.....	9

Shipping to the United States doesn't need to be difficult...with Sameday Worldwide's US service you get all the services you need from one carrier. Our US service offers great value to shippers with reliable, convenient and cost-effective delivery and package tracking for shipments to anywhere in the continental USA. Follow these step-by-step instructions and see why Sameday handles thousand's of shipments to the USA each and every year.

### Assessing the size and weight of your shipment

Before shipping into the US, it is important to understand the size and weight standards for shipments into the continental USA differ from our Canadian standards.

### Weight and Size Standards

You first need to determine if your shipment is a courier shipment or an LTL shipment. You can determine this by the following guidelines. The brokerage requirements and tariffs are the only differences in the process of LTL vs. Courier shipments.

### Courier (PREPAID Only & No Dangerous Goods)

Per Piece

- ✎ Maximum weight – 150 lbs or 68 kg
- ✎ Maximum size – 130 inches/330 cm in length and girth combined
- ✎ To Calculate Girth:  $(L + ((W \times 2) + (H \times 2)))$ . The length is the largest dimension.
- ✎ Maximum length – 108 inches/274 cm in any one dimension

### LTL (Prepaid or Collect)

Any shipment that exceeds any of the guidelines for Courier weight and size standards is considered LTL.

### Dimensional Weight

Dimension Weight is a standard formula used throughout the freight industry that considers a package's density when determining charges. If the actual weight of your package is less than the calculated dimensional weight, the charges will be at the dimensional weight as calculated below.

Calculating Dimensional Weight in Pounds: Divide the imperial cubic size by 166
$\frac{L \times W \times H}{166} = \text{Dimensional Weight in Pounds}$ <p>Note: L-Length, W - Width, H - Height</p>

ALL SHIPMENTS WILL BE RE-WEIGHED AND CUBED AT 10.4 LBS PER CUBIC FOOT

Bill of Lading (BOL)

1. Completely fill in the BOL where indicated below including the shipment weight. BOL is 3 part form - Driver Copy, Shipper Copy and Label.
2. Clearly indicate your choice of service as shown below  
AM > Next Day by noon PM > Next Day by 1700 2<sup>nd</sup> Day > 2<sup>nd</sup> Business Day by 1700 Ground > 3 - 7 Business Days
3. Attach the main label on the back page to box 1. In a multiple piece shipment, affix the smaller individual bar code labels to each box.
4. To declare value (over \$100) on shipments to business addresses, enter amount in Declared Value area. This is not CUSTOMS VALUE. The Customs Value needs to be indicated on you Customs paperwork.

- A - Date of Shipment: Record the date the shipment is tendered to Sameday Worldwide
- B - Service Option: Select the service desired by entering an "X" in the appropriate box (choose only one).
- C - Pre-Arranged - accessorial charges in addition to service options (Choose all that apply).
- D - Dangerous Goods Option - applicable paperwork must be provided.
- E - Shipper Information: Enter your Sameday Worldwide account number, your telephone number, company name, street address, city, province and postal code.
- F - Consignee Information: Enter the consignee's Sameday Worldwide account information (if applicable), telephone number, company name, street address, city, province and postal code (state, zip code/country). Note: PO Box Numbers are not acceptable as a delivery address.
- G - Method of Payment: Indicate desired billing instructions

- H - Description: Describe the contents of your shipment.
- I/J - Total Pcs/Total Wt: Pieces and total weight of shipment.
- K - Spot Quote No. If you do not have a tariff and you called in for a Spot Quote (special rate) for this shipment, enter the reference number here. This number must appear in this area in order to be billed the special rate.
- L - Declared Value: If additional insurance coverage is desired, enter the requested amount. Value is for insurance purposes only and may not exceed the actual value of the shipment. Please call customer service for values over \$5,000.00.
- M/N - Shipper (Signature): A signature is requested to acknowledge that all information is correct. Please sign "M" and print "N" your name.
- O - Shipper Reference: Complete this section if you require an additional reference for shipment identification, IE.



# How to use the Sameday Worldwide Shipping Labels....






## Part 3 - Shipping Labels - Remove After Completing Parts A to O:

**R - Main Label:** Peel away and affix to the first (or only) piece. For single piece shipments, including Urgent Letter and Urgent Pac.

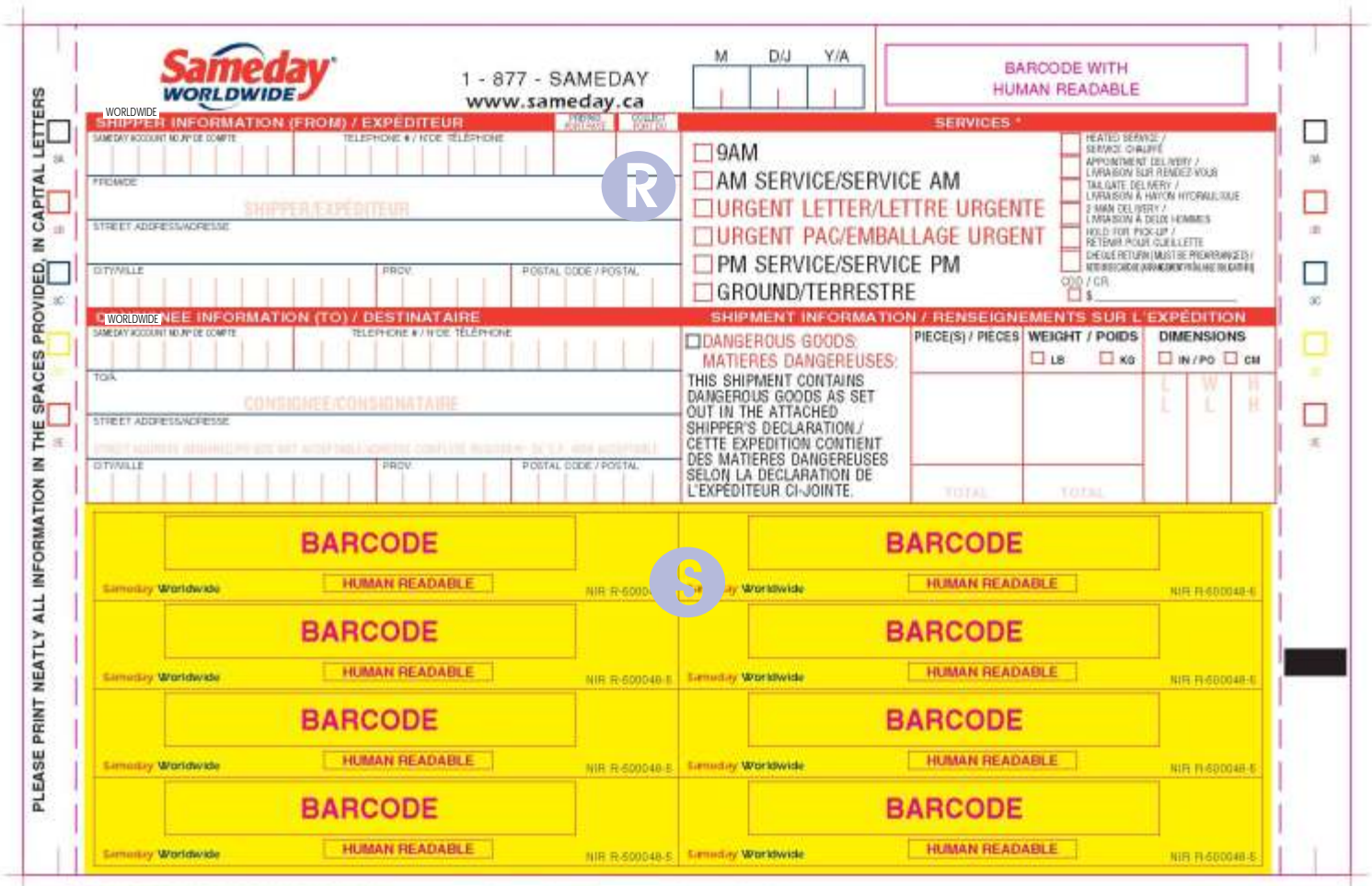
**S - Bar Coded Labels:** Peel away and affix to additional pieces in shipment.

Each piece in your shipment must have one bar coded label affixed to it beside the address label. If additional bar coded labels are required, advise your Sameday Worldwide driver.

### Tips For Applying Bar Codes:

-  Bar Coded Labels must be applied to a Flat Surface.
-  Never cut a Bar Code label to make it smaller.
-  If a Bar Code Label is ripped, or crinkled, apply a new Bar Code Label.
-  Never alter the printed number under a Bar Code.
-  Do not write on, or mark a Bar Code.

**NOTE:** Books of Bar Coded Labels will be available for customers who prefer to use their own company Bill of Lading.



**Sameday WORLDWIDE** 1 - 877 - SAMEDAY www.sameday.ca

M D/J Y/A

BARCODE WITH HUMAN READABLE

**SHIPPER INFORMATION (FROM) / EXPÉDITEUR**

WORLDWIDE SAMEDAY ACCOUNT NO./N° DE COMPTE TELEPHONE # / N° DE TÉLÉPHONE

FROM/DE: SHIPPER/EXPÉDITEUR

STREET ADDRESS/ADRESSE

CITY/VILLE PROV. POSTAL CODE / POSTAL

**SHIPMENT INFORMATION / RENSEIGNEMENTS SUR L'EXPÉDITION**

9AM  
 AM SERVICE/SERVICE AM  
 URGENT LETTER/LETTRE URGENTE  
 URGENT PAC/EMBALLAGE URGENT  
 PM SERVICE/SERVICE PM  
 GROUND/TERRESTRE

DANGEROUS GOODS: MATIÈRES DANGEREUSES:  
 THIS SHIPMENT CONTAINS DANGEROUS GOODS AS SET OUT IN THE ATTACHED SHIPPER'S DECLARATION / CETTE EXPÉDITION CONTIENT DES MATIÈRES DANGEREUSES SELON LA DÉCLARATION DE L'EXPÉDITEUR CI-JOINTE.

PIECE(S) / PIÈCES WEIGHT / POIDS DIMENSIONS

LB  KG  IN / PO  CM

TOTAL TOTAL

**BARCODE** HUMAN READABLE NIR R-5000 Sameday Worldwide NIR R-500048-E

**BARCODE** HUMAN READABLE NIR R-500048-E Sameday Worldwide NIR R-500048-E

**BARCODE** HUMAN READABLE NIR R-500048-E Sameday Worldwide NIR R-500048-E

**BARCODE** HUMAN READABLE NIR R-500048-E Sameday Worldwide NIR R-500048-E

**BARCODE** HUMAN READABLE NIR R-500048-E Sameday Worldwide NIR R-500048-E

**BARCODE** HUMAN READABLE NIR R-500048-E Sameday Worldwide NIR R-500048-E

PLEASE PRINT NEATLY ALL INFORMATION IN THE SPACES PROVIDED, IN CAPITAL LETTERS

SCREEN TEXT AND BOX 20% RULES 30% yellow on sheet 3 represents desensitized ink

## How to Label your Shipment

All shipments, regardless of destination need to be clearly marked and labeled.

1. Prepare an address label with complete delivery address including Zip Code (P.O. Boxes are not allowed)
2. Attach the label securely to the parcel
3. Attach the appropriate Sameday label (ie. AM, Ground Etc.) next to the shippers label

For multiple piece shipments (to the same address) utilize the provided barcodes and Service stickers. Each piece must have address label on it. Remember to identify the package number and number of pieces in the shipment – 1 of 3, 2 of 3, 3 of 3

4. Complete the necessary customs documents and place in an envelope marked Customs Documents Inside. Securely attach the envelope to box 1.

### Do you need a Customs Broker?

To make it easier for you to ship to the US, Sameday arranges for Section 321 clearance of all shipments to the United States valued at less than \$200 US. Restrictions can and do apply for certain types of freight (i.e. textiles, pharmaceuticals, wildlife etc.).

For Courier Freight:

Brokerage is included in your rates for our AIR services (AM, PM & 2nd Day). Duties, taxes, OGF's will be billed direct to Importer of Record unless Free Domicile noted which will indicate charge back to the shipper. Surcharge may apply.

- ✎ For Ground, a broker is required for shipments that do not qualify for Section 321 clearance.

You have 3 options.

1. You can use your own broker for this should you wish by indicating the US broker of choice on the Customs Pro-Forma
2. You can be set up with our broker for clearance of shipments valued at greater than \$200 US We can provide the details for you to set up directly with them. A Power of Attorney and credit application must be filed prior to your first shipment. Your Sales Rep will walk you through this process. Once you are set up with them you can utilize this broker for any of our US services and take advantage of the pre-negotiated rates we have for you.
3. You do not indicate a broker on your Pro Forma. We will arrange for brokerage charges to be billed directly to the Importer of Record by our carrier.

For LTL Freight:

- ✎ A broker is required for all our services unless your shipment qualifies for Section 321 clearance.

- ✎ Same options apply as the Courier Ground Freight.

### US Customs Requirements

A commercial invoice is required for all shipments valued at over \$1250.00 US for goods entering the US and regardless of the value if the shipment contains: textiles, electronics, videos, footwear, and pharmaceutical procedures or toxic substances. For shipments valued at less than \$1250.00 US, a shipper's invoice is acceptable if it contains the necessary information. (Description of goods, What it is, What it is made of, What it is made for, Shipper, Consignee, Pieces and Weight clearly indicated and Country of Origin (Country of Manufacturer)).

Customs Paperwork Required Details:

Proper completion of all the necessary US Customs documents will ensure your shipment clears US Customs quickly and smoothly.

If any of these details are missing the shipment may be held until details are obtained.

**INVOICE**

**FOR U.S. CUSTOMS CLEARANCE BY**

All information contained on this document, is a provided by shipper, consignee or Agent. Someday Right-O-Way will not be held responsible for errors or omissions resulting from wrong/inaccurate information. Full terms and conditions under which Someday Right-O-Way operates are available upon request.

1. EXPORTER, SHIPPER, SELLER AND MAILING ADDRESS  2. CONSIGNEE AND MAILING ADDRESS  3. IRS NO.  4. BUYER (IF OTHER THAN CONSIGNEE)  5. IRS NO.  6. CONSIGNEE'S OR BUYER'S REF. NO.  7. TERMS OF SALE-DELIVERY-PAYMENT <input type="checkbox"/> FOB PLANT <input type="checkbox"/> C&F/CIF DESTINATION <input type="checkbox"/> OTHER (IDENTIFY)	8. SHIPPER'S REF. NO.  9. PAGE _____ OF _____  10. U.S. DUTY AND/OR BROKERAGE FOR: <input type="checkbox"/> SHIPPER (INCLUDED) <input type="checkbox"/> SHIPPER (NOT INCLUDED) <input type="checkbox"/> BUYER <input type="checkbox"/> CONSIGNEE  11. PARTIES TO THIS TRANSACTION ARE: <input type="checkbox"/> RELATED <input type="checkbox"/> NOT RELATED:  12. EXCHANGE RATE  13. EXPORTING CARRIER  14. CURRENCY OF VALUE  15. FREIGHT CHARGES <input type="checkbox"/> PREPAID (INCLUDED) <input type="checkbox"/> PREPAID (NOT INCLUDED) <input type="checkbox"/> COLLECT TO POINT OF EXIT \$ _____ OR TO DESTINATION \$ _____	
16. MARKS AND NUMBERS	17. NUMBER AND KIND OF PACKAGES	18. SHIPPING WEIGHT

19. COUNTRY/ PROVINCE OF ORIGIN	20. DESCRIPTION OF GOODS (INCLUDE H.S. NUMBER, IF KNOWN)	21. QUANTITY	22. UNIT PRICE	23. TOTAL PRICE

24. INVOICE TOTAL

25. DECLARATION BY FOREIGN SHIPPER * (TO BE COMPLETED ONLY WHEN THE GOODS DESCRIBED ABOVE ARE OF U.S. MANUFACTURE OR GROWTH). I, _____, DECLARE THAT THE ARTICLES HEREIN SPECIFIED ARE, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE GROWTH PRODUCE OR MANUFACTURE OF THE UNITED STATES, THAT THEY WERE EXPORTED FROM THE UNITED STATES FROM THE PORT OF _____ ON OR ABOUT _____ THAT THEY ARE RETURNED WITHOUT HAVING BEEN ADVANCED IN VALUE OR IMPROVED IN CONDITION BY ANY PROCESS OF MANUFACTURE OR OTHER MEANS.  SIGNATURE _____ STATUS _____	26. I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE AND ON THE CONTINUATION SHEET(S), IF ANY, IS TRUE AND COMPLETE IN EVERY RESPECT  _____ <small>NAME OF RESPONSIBLE EMPLOYEE OF EXPORTER</small>  _____ <small>DATE AND ADDRESS OF THE SHIPPER, EXPORTER OR AGENT</small> DATE _____ SIGNATURE _____ STATUS _____ <input type="checkbox"/> OWNER <input type="checkbox"/> AGENT
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SEE REVERSE FOR INSTRUCTIONS

## Instructions for Preparation of A50

1. **EXPORTER, SHIPPER, SELLER AND MAILING ADDRESS** - The complete name and address, including the postal code.
2. **CONSIGNEE AND MAILING ADDRESS** - The complete name and address, including zip code.
3. **IRS NUMBER** - If the goods are not sold, show the IRS number of the consignee.
4. **BUYER (IF OTHER THAN CONSIGNEE)** - The complete name, address, and zip code.
5. **IRS NUMBER** - The IRS number of the Buyer.
6. **CONSIGNEE'S OR BUYER REFERENCE NUMBER** - If either party is responsible for payment of duty, their control number for payment (ex: purchase order number).
7. **TERMS OF SALE - DELIVERY - PAYMENT** - Terms of delivery which indicate to which point the freight charges are paid.
8. **SHIPPER'S REFERENCE NUMBER** - If the shipper is responsible for payment of duty, their control number for payment (ex: the sales order number).
9. **PAGE OF** - The page number of this invoice if the use of more than one is necessary.
10. **U.S. DUTY AND/OR BROKERAGE FOR** - The party responsible for payment of our invoice, and if the shipper, whether duty and our brokerage charges are included in the invoice price(s).
11. **PARTIES TO THIS TRANSACTION ARE** - The relationship between the exporter, shipper, seller and the consignee or buyer.
12. **EXCHANGE RATE** - The fixed or agreed rate of exchange, if applicable.
13. **EXPORTING CARRIER** - The carrier bringing the shipment over the border.
14. **CURRENCY OF VALUE** - Currency of transaction (ex: U.S. Funds, Canadian Funds, etc.)
15. **ESTIMATED FREIGHT CHARGES** - "X" the appropriate box as to whether freight charges are prepaid or collect. If prepaid, is the cost of the freight included in the total price shown on this invoice?  
  
**ESTIMATED FREIGHT CHARGES TO THE POINT OF EXIT** - a dollar amount is needed here whether or not shipment is prepaid. If freight is prepaid to destination and is included in your total price, show the TOTAL amount of freight from origin to destination in destination field.
16. **MARKS AND NUMBERS** - The marking and/or number shown on the outside of the shipping containers.
17. **NUMBERS AND KIND OF PACKAGES** - The number and type of packages in this shipment (i.e., 10 cartons, 10 pallets, 1 truckload, etc.)
18. **SHIPPING WEIGHT** - The weight of the shipment.
19. **COUNTRY OF ORIGIN (WHERE MANUFACTURED)** - Country of manufacture or growth of the product (show for each line of invoice) IT IS IMPORTANT TO INDICATE WHERE A PRODUCT WAS MADE, NOT PURCHASED.
20. **DESCRIPTION OF GOODS INCLUDING H.S. NUMBER** - Complete word description of merchandise with applicable serial number and use, material or chief weight, and the U.S. Harmonized Tariff Schedule (H.S.) number.
21. **QUANTITY** - Quantity in the units the product was sold.
22. **UNIT PRICE** - Price per individual unit as noted in quantity.
23. **TOTAL PRICE** - Total invoice line value. This should match the commercial invoice and be the product of Quantity (23) x Unit Price (24) above. Also show any and all discounts, credit, etc. as applicable.
24. **INVOICE TOTAL** - Total transaction price, (i.e. the total of all lines of the invoice total) should match the commercial invoice total.
25. **DECLARATION OF FOREIGN SHIPPER** - To be completed only when goods are manufactured in the U.S. Signed by knowledgeable party of the shipper.
26. **SIGNATURE** - Signed by a knowledgeable party of the shipper or agent who was provided information by the shipper.



## New Province of Origin Reporting Requirement

When the country of origin is Canada, the province must be clearly shown on the US Customs invoice or Pro Forma Invoice. Province codes are listed below.

XA – Alberta  
XB – New Brunswick  
XC – British Columbia  
XM – Manitoba  
XN – Nova Scotia  
XO – Ontario  
XP – Prince Edward Island  
XQ – Quebec  
XS – Saskatchewan  
XT – North West Territories  
XW – Newfoundland  
XY – Yukon Territory


## Regulated or Controlled Products OGA (Other Government Agency's)

Regardless of value, an IRS# and a US bond must be set up through your broker. A commercial invoice and the appropriate document is required for clearance.


All of these forms can be located on the US Customs & Border Protection Web Site: [www.cbp.gov/xp/cgov/toolbox/forms](http://www.cbp.gov/xp/cgov/toolbox/forms), or by request to: [transborder@sameday.ca](mailto:transborder@sameday.ca)

Please see brief description of some of the OGA's listed below.


### TSCA (Toxic Substances Control Act)

-  This form is required for all shipments that contain any chemicals regardless of value I.e. water sample, cream, powder, dangerous goods, soil, cement



### VFD (Video Film Declaration)

-  This form is required when shipping videotapes, films, including videodiscs and blank tapes to the USA. Length of film is how long the tape is. IE: 1hr/2hrs and duration is how much time is used up on the tape.



### FCC form 740 (Federal Communications Commission)

-  This form is required for all computer equipment; telephone equipment, any item that contains a radio frequency device.

### FDA form 2877 (Food and Drug Administration)

-  DECLARATION FOR PRODUCTS SUBJECT TO RADIO CONTROL STANDARDS
-  This form is required for any item that emits radiation. Computer monitors, lap top computers that contain a built-in monitor/screen, display units, x-ray equipment, microwave ovens

### FDA (Food and Drug Administration)

-  The FDA regulates, releases and when necessary samples commodities that affect humans. I.e: food products, oil and waxes of plants or animal, cosmetics, personal hygiene and beauty products, pharmaceuticals, minerals, chemicals, beverages, optical and medical equipment, drugs prescription or non prescription (include copy of prescription with the form).
-  The Public Health Security and Bioterrorism Preparedness and Response Act of 2002 went into effect December 12, 2003. There are very specific requirements for registration of foreign food facilities and

prior notice of importation of specific food commodities into the USA. More information can be found by request to [transborder@sameday.ca](mailto:transborder@sameday.ca).

- ✎ Customers should be advised that such commodities may be delayed for a day because these commodities must be formally released by the FDA.

#### Textile Declaration or Multiple Declaration

- ✎ This form is used when shipping anything containing textiles. I.e: clothing, blankets, some furniture etc. Multiple Declaration is used only when the item is manufactured in one country and the fabric is from another county. I.e: pants manufactured in Canada but the fabric is from Italy.

#### Interim Footwear Invoice

- ✎ This form is required for all types of footwear.

#### Declaration for Free Entry of Unaccompanied Articles

- ✎ This form is used for all shipments that contain personal effects left behind per the recipient.
- ✎ Advise the shipper that if US Customs does not accept the shipment as a personal effect, the required customs information/additional documents will have to be obtained from the shipper and shipment will be subject to duties and taxes.

#### NAFTA Certificate of Origin (North American Free Trade Agreement)

- ✎ Required for all goods moving to the US, Canada or Mexico that qualify for duty exemptions under the North American Free Trade Agreement.
- ✎ Any company wishing to take advantage of preferential tariff treatment, the exporter must complete the certificate of origin legibly and in full.
- ✎ This document must be in the possession of the importer at the time the declaration is made. Many times the broker will file a blanket Certificate of Origin, which is good for one year for importers who continuously ship the same commodity.

#### Where is your parcel?

Sameday has two simple methods for tracking your shipments destined for the continental USA.

#### Web-based Tracking – Basic Shipment Inquiry

- ✎ Log on to [www.sameday.ca](http://www.sameday.ca)
- ✎ Select Shipment Tracking
- ✎ Key in your BOL #
- ✎ Sameday's Web-Based Tracking system will inform you of the delivery status of the package.

#### Web-Based Tracking – Detailed Shipment Inquiry

- ✎ Log on to [www.sameday.ca](http://www.sameday.ca)
- ✎ Select Account Services
- ✎ Key in your user name and password (if you don't have a user name and password contact your Sameday Sales Representative)
- ✎ Select Detailed Shipment Inquiry with Imaging
- ✎ Key in your BOL #
- ✎ Sameday's web-based tracking system will inform you of the delivery status of your package along with the name of the person who signed for the parcel, number of pieces, weight, cost etc.

#### Customer Service Centre

- ✎ Simply call our customer service center or email them at [custservice@sameday.ca](mailto:custservice@sameday.ca)
- ✎ A Customer Service agent will be happy to help you track your shipment