



**IMPORTANT ANNOUNCEMENT: As of OCTOBER 1, 2016, all agents are required to transmit advance House Bill data as per eManifest regulation described below:**

## CANADA E-MANIFEST

### What is an E-Manifest?

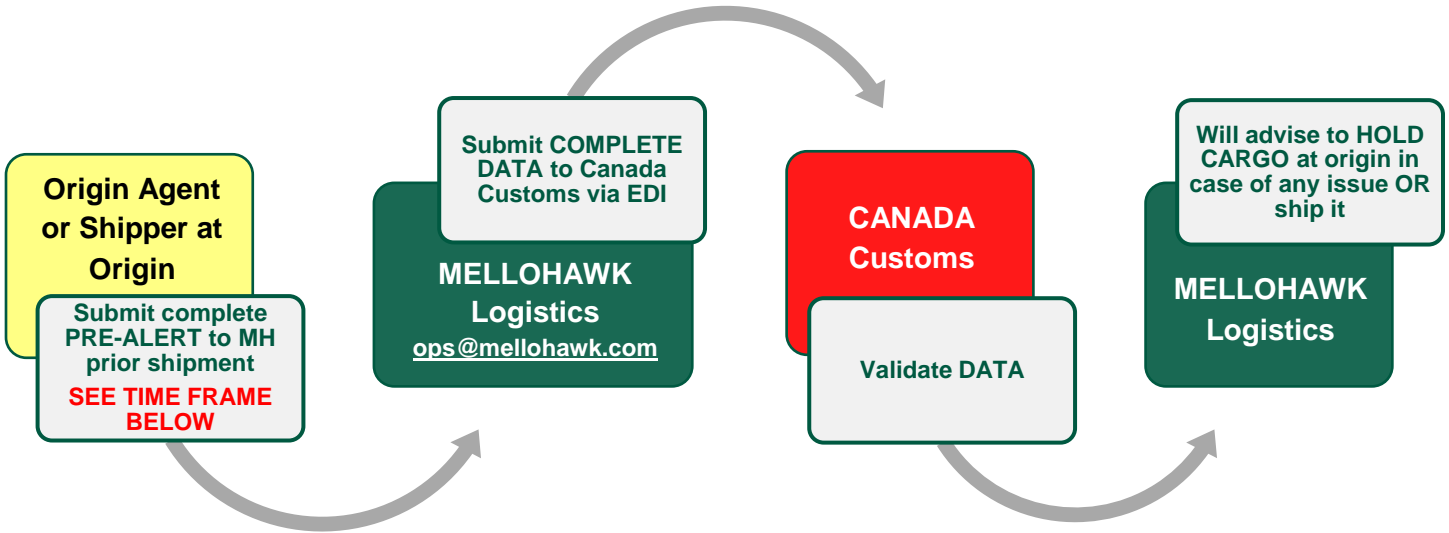
E-Manifest is a term used to describe the advance, electronic conveyance of freight information to Canada Border Services Agency (CBSA) prior to a shipment arriving at a border or prior to departure from originating country. It expedites the customs clearance process by allowing pertinent information about shipments to be assessed and approved by customs officials in advance of any shipment's physical arrival. E-Manifest will require carriers, freight forwarders and importers in all modes of transportation (air, marine, highway and rail) to electronically transmit cargo, conveyance, house bill / supplementary cargo and importer data to the CBSA prior to loading in the marine mode and prior to arrival in the air, rail and highway modes.

**Please inform all your operations staff to comply with full pre-alert and be aware of our deadlines and potential penalties by Canada Customs if information is not received on time.**

Failure to comply with submission of information prior to loading will be a **\$5000.00 CAD** fine by Canada Customs to MELLOHAWK Logistics. Fines imposed to MELLOHAWK Logistics will be billed at cost +10% administration fee back to the agent or shipper who failed to submit data to MELLOHAWK Logistics prior to loading.

For the complete eManifest regulation visit [eManifest CBSA](http://eManifest CBSA)

## THE PROCESS



### Time Frame for Submitting Advance Information to MELLOHAWK Logistics

**Marine Cargo**  
**72 hours**  
prior to shipment departure from origin country.

**Air Cargo**  
**24 hours**  
prior to shipment departure from origin country.

**Truck / Highway Cargo**  
**2 hours**  
prior to shipment departure from origin country.

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## THE PRE-ALERT

Highlighted fields are **MANDATORY** to be submitted on the Pre-Alert by the agent or shipper prior to shipment departure

To:	Date:	Page:	Terms:
	Booking Number:		
	Incoterms or IT No.:		
Shipper full name and address:		Consignee full name, address, phone number and email:	
Shipper Ref.:		Consignee Ref.:	

Airline:	Flight Details:	MAWB No.:	HAWB No.:	
Place of Receipt:	Airport of Origin:	Destination Airport:	Place of Delivery:	
Cutoff Date / Time:	ETD:	ETA:	Delivery Date:	
Package Qty	Type of Package	Description of Goods	Weight	HS Code

**AIR**

**OCEAN**

Carrier Booking No.:		MBL No.:	HB/L No.:			
Carrier:	Vessel:		Voyage:	Place of Receipt:		
Port of Loading:		Port of Discharge:		Place of Delivery:		
ETS:		ETA:		Delivery Date:		
Qty	Package	Description of Goods	HS Code	Container No/ Seal No	Volume	Weight