

Document Sector:	<b>Corporate</b>	Region: <b>Canada</b>	Document # IMP - CA - ENT-126	Rev: 2 9/08/2021	Original: 06/13/2018
Owner: Corporate Trade Compliance Department	Trade Compliance Functional Area: <b>IMPORT</b>		Specific Owner: Sarah Blaney	Page 1 of 6	

**Corporate Policy:**

It is Trane Technologies’ policy to comply fully with the Customs laws, regulations and policies of all countries where it does business. Trane Technologies recognizes that the Canadian government and the government of other countries have laws, regulations and policies, which control the international movement (import and export) of goods, technology and data. Trane Technologies further recognizes the importance of compliance with these laws, regulations and policies. Failure to comply may result in severe penalties to Trane Technologies and/or individual employees including monetary penalties, adverse publicity, loss of import/export privileges, delay or seizure of shipments, and in extreme cases, criminal penalties (fines and jail terms).

**Purpose:**

This Supplier Guide for Canadian Imports is in place to ensure efficient and timely delivery of cargo from international supply points to Trane Technologies locations within Canada.

These procedures cannot be interpreted as a substitute for compliance with applicable Canadian Government regulations. Failure to comply with these requirements could result in unexpected delays, unnecessary costs, fines/penalties, inspections and/or seizure of inbound shipments for non-regulatory compliance.

**Scope:**

This policy applies to all Canadian imports. The most current version of the Supplier Guide for Canadian Imports is located on:

<https://www.tranetechnologies.com/en/index/company/doing-business-with-us.html>

**Canada Import Procedures**

All commercial documents for Canadian Imports shall reflect the Canadian Importer of Record (IOR)/Consignee as follows:

Importer EIN#	Importer Legal Entity Name
105565931RM0004	Trane Canada ULC

**Shipping Advice:**

For shipments to Canada, when Trane Technologies ULC is the Importer of Record (IOR), we require:

- Email to appropriate Canadian Customs Broker to notify shipment details including:
  - Commercial invoice
    - Note, the Purchaser/Sold To/Importer of Record on the commercial invoice must show the legal Trane Technologies Canadian entity registered with Canadian Customs: **Trane Canada, ULC**
  - Packing list
  - Booking details
  - Arrival Notice
  - Transportation documentation: Bill of lading; Airway bill of lading

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- Other documents, if applicable
- Use our [Foreign Vendor Checklist](#) as a guide

**Commercial Invoice Requirements:**

- Must be in English
- Must be legible, complete, and accurate
- Must include all data elements provided on the Foreign Vendor Checklist above, with a special reminder of the following:
  - Must include the Trane Technologies item number
  - Invoice currency must be in USD
  - ISO country of origin for each line item

Note: EU” is NOT a valid country code, the specific European Union country must be provided
- See our [Commercial Invoice Example](#) as a guide

**CANADIAN BROKER NOTIFY PARTY:**

The **NOTIFY PARTY** below should be stated on shipment documents including Invoices, Bills of Lading, and/or Arrival Notices:

**DHL Global Forwarding (Canada) Inc.**  
**Attn: CANADA IMPORTS**  
 6200 Edwards Blvd.  
 Mississauga, Ontario L5T 2V7, Canada  
**Email1: [dgf\\_ca\\_ir@dhl.com](mailto:dgf_ca_ir@dhl.com)**  
**Email2: [carol.lemenchick@dhl.com](mailto:carol.lemenchick@dhl.com)**  
**Telephone: (289) 562-6556 or (289) 562-6554**  
**After 5:00pm ET and Weekends: (416) 697-8487**  
**FAX Number: (800) 860-9279**

**INSTRUCTIONS:**

- Shipment documents must be emailed to and/or turned over to DHL Canada within 24 hours of issue and/or receipt.
- If a Customs Broker NOT holding a valid Power of Attorney/General Agency Agreement with Trane Canada ULC receives any Trane Canada ULC shipment documents, they must notify the SENDER of the documents who provided them, the following emailed statement:

*We do not file Canada import entries on behalf of Trane Canada ULC. Please contact DHL Canada at: [dgf\\_ca\\_ir@dhl.com](mailto:dgf_ca_ir@dhl.com) Tel: (289) 562-6500*

**TURNOVER DOCUMENTS NEEDED by DHL CANADA:**

1. Commercial Invoice(s)

**INTERNAL/EXTERNAL DOCUMENT EXTERNAL DOCUMENTS TO BE DISTRIBUTED IN PDF FORMAT ONLY.**

*Printed copies valid only on the date of print.*

**PRINT DATE: 9/8/2021**

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2. Packing List(s), if not combined with Invoice
3. Bill(s) of Lading
4. Arrival Notice(s)
5. Any other supporting documents, if applicable

**Product Marking:**

All products or their individual packaging must be marked in English with ISO country of origin (the country where the good was manufactured and/or assembled). The country of export is not necessarily the country of origin. Origin marking must be in English, and be clear, conspicuous, legible and permanent to indicate to the ultimate purchaser in Canada and the English name of the country of origin of the merchandise.

**Assists:**

Canadian Customs requires any assists to be reported at the time of import filing and can be added to one shipment or a number of shipments for a specific period of time. The foreign supplier must first identify any item that was provided free of charge or below market value for use in the production of product for Trane Canada ULC. Assists can include: machinery or parts, molds, raw materials.

**Free Trade Agreement / Government Procurement Requests**

Upon request, our valued suppliers will provide Trane Technologies with all information and records relating to the purchased products that may be necessary for Trane Canada ULC to:

- (a) Fulfill any customs obligations, origin marking or labeling requirements,
- (b) Claim preferential duty treatment under applicable trade preference regimes, and
- (c) Participate in any applicable duty deferral or free trade zone programs of the country of import.

Trane Technologies is legally required to maintain certain documentation and specific data related to products purchased and/or imported into Canada. This documentation may help substantiate key compliance elements such as the harmonized tariff classification and country of origin of the imported products. In order to maintain the data, Trane Technologies may send suppliers solicitation requests on a regular basis. These requests may include but are not limited to any of the following: USMCA (CUSMA), CAFTA, GSP Certificate of Origin, Manufacturer’s Affidavit/Declaration or Certificate of Origin requests. Your prompt response is critical.

**Export Packaging Requirements:**

All wooden packaging materials (WPM) must be ISPM15 compliant. All WPM must be properly marked to indicate either heat or methyl bromide treatment and marked with the IPPC certification. Wood packing material is defined as wood or wood products (excluding paper products, such as corrugated paper cartons) used in supporting, protecting or carrying a commodity (includes dunnage). Wooden packing materials include pallets, crates, boxes, packing blocks, drums, cases, skids and pieces of wood used to support or brace cargo. Canada Customs and Border Services requires all ocean containers to be sealed using ISO/PAS 17712 standards. For more information on CBSA requirements: <http://www.cbsa-asfc.gc.ca/menu-eng.html>

Trane Technologies’ Packaging Guideline: <https://www.tranetechnologies.com/content/cs-corp/en/index/company/doing-business-with-us/packaging-guidelines.html>

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**Other Government Department (OGD)**

**Transport Canada (TC)**

Transport Canada is the department within the government of Canada which is responsible for developing regulations, policies and services of transportation in Canada.

**Natural Resources Canada (NRCan)**

Natural Resources Canada (NRCan) is the ministry of the government of Canada responsible for natural resources, energy, minerals and metals, forests, earth sciences, mapping and remote sensing. The Energy Efficiency Regulations apply to dealers who import regulated energy-using products into Canada for sale or lease or ship regulated energy-using products that are manufactured in one Canadian province to another for sale or lease.

A dealer is defined in the Energy Efficiency Act as a person engaged in the business of:

- manufacturing energy-using products in Canada
- importing energy-using products into Canada or
- selling or leasing energy-using products obtained directly or indirectly from a person engaged in a business described in a) or b) or an agent thereof

The Energy Efficiency Regulations require that dealers comply with the following two reporting requirements:

- Before shipping an energy-using product interprovincial or importing it, the dealer must ensure that an energy efficiency report has been filed with NRCan.
- When importing an energy-using product into Canada, the dealer must include the information required in Part VI of the Energy Efficiency Regulations in a customs release document.

An energy efficiency report must be submitted only when a product model is not already listed in the NRCan database. Read regulations here: <https://www.nrcan.gc.ca/energy/regulations-codes-standards/6859>

**Canadian Food Inspection Agency (CFIA)**

The Canadian Food Inspection Agency is a regulatory agency that is dedicated to the safeguarding of food, animals, and plants which enhance the health and well-being of Canada's people, environment and economy.

<http://www.inspection.gc.ca>

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**Special Import Measures Act (SIMA) Requirements**

Some commodities imported into Canada require additional duties called Special Import Measures Act (SIMA) duties. SIMA duty orders are related to specific commodities from specific countries. Currently, Trane Canada ULC imports the following commodities subject to antidumping duties:

**COPPER PIPE FITTINGS from UNITED STATES and CHINA  
FASTENERS from TAIWAN**

If the item(s) being imported into Canada contains any of the products above, you can expect an in-depth commodity evaluation.

**Definitions:**

<b>Special Import Measures Act (SIMA)</b>	Selling below home market prices or cost of manufacture with material injury to a Canadian manufacturer is called dumping. SIMA duties are levied upon further importation of the merchandise.
<b>AWB/BOL</b>	Airway bills and bills of lading are negotiable instruments that allow the carrier to transport a merchandise shipment from a shipper to a consignee.
<b>CBSA</b>	The Canadian Border Services Agency (CBSA) is a federal agency that is responsible for border enforcement, immigration enforcement and customs services. CBSA is charged with regulating and facilitating international trade, collecting import duties, and enforcing Canadian regulations including trade, drug and immigration laws. <a href="http://www.cbsa-asfc.gc.ca">http://www.cbsa-asfc.gc.ca</a>
<b>Commercial Invoice</b>	Invoice used for shipping purposes. The commercial invoice must be in English and the value must be in USD.
<b>Country of Origin</b>	The country where the goods were originally produced or manufactured. The country of origin is NOT necessarily the country from which the goods were shipped.
<b>Transport Canada (TC)</b>	Transport Canada is the department within the government of Canada which is responsible for developing regulations, policies and services of transportation in Canada. <a href="http://www.tc.gc.ca">http://www.tc.gc.ca</a>
<b>Natural Resources Canada (NRCan)</b>	Natural Resources Canada (NRCan), is the ministry of the government of Canada responsible for natural resources, energy, minerals and metals, forests, earth sciences, mapping and remote sensing. <a href="https://www.nrcan.gc.ca">https://www.nrcan.gc.ca</a>
<b>Canadian Food Inspection Agency (CFIA)</b>	The Canadian Food Inspection Agency is a regulatory agency that is dedicated to the safeguarding of food, animals, and plants, which enhance the health and well-being of Canada's people, environment and economy. <a href="http://www.inspection.gc.ca">http://www.inspection.gc.ca</a>

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<b>HTS</b>	The Harmonized Tariff Schedule is a 10-digit alphanumeric code assigned to all commodities entering into Canada. The HTS coding system was established by the World Customs Organization (WCO).
<b>Incoterms</b>	The International Commercial Terms that identify the trade contract responsibilities and liabilities between buyer and seller.
<b>IOR</b>	The Importer of Record is the owner or purchaser of the goods who is liable for the payment of duties, or an authorized agent acting on the importer’s behalf.
<b>Packing List</b>	Provides detail of each item contained within the shipment including the piece count and in which package each item is contained. The Packing List also identifies the number of packages with the gross and net weight of each.
<b>OGD</b>	Other Government Departments
<b>WPM</b>	Wood Packing Materials

**Contact Information:**

Trane Technologies CANADA Import Compliance Team: [IRCanadaCompliance@tranetechnologies.com](mailto:IRCanadaCompliance@tranetechnologies.com)

Logistics and Transportation inquiries: [GlobalProcurement@tranetechnologies.com](mailto:GlobalProcurement@tranetechnologies.com)

**Revision History:**

Revision	Date	Description of Change	Modified By
Original	6/08/2018	<ul style="list-style-type: none"> <li>Original document released</li> </ul>	Kashi Pitt
Release	6/13/2018	<ul style="list-style-type: none"> <li>Document revised</li> </ul>	Beth Wedgworth
Revision1	1/29/2020	<ul style="list-style-type: none"> <li>Revision for split</li> </ul>	David Porter
Revision2	6/15/2020	<ul style="list-style-type: none"> <li>Document revised</li> </ul>	Sarah Blaney
Revision3	9/8/2021	<ul style="list-style-type: none"> <li>Removed that invoice and packing list format should be in Excel</li> <li>Removed imbedded CI example</li> <li>Added in foreign vendor checklist</li> <li>Grammatical corrections</li> <li>Removed ClubCar example</li> <li>Updated SIMA examples</li> <li>Changed imbedded documents to links</li> </ul>	Heather Hess