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## Instructions and requirements for shipping goods to MDA Montreal

Rev. E

The below guidelines will ensure that the shipments to be processed efficiently and without costly errors and delays.

Revision	Release Date	Changes
A	2019/10	Initial Release
B	2020/10	New section : All shipment must be consigned to our MDA address in Montreal and additional information added to the section Documentation/ Commercial Invoice
C	2021/02	Sections PARS set up: (to enter Canada) or PAPS set up: (to enter the U.S.A.) and Return shipments following a service added.
D	2023/06	
E	2024/04	Change to contact list and added new carrier

### All shipments must be consigned to the Ship To Address indicated on the Purchase Order.

Macdonald Dettwiler & Assoc. Corp  
21025, aut. Transcanadienne  
Sainte-Anne-de-Bellevue, QC  
H9X 3R2  
Canada

### Canadian customs clearance:

- MDA's customs broker must always be specified in the notify party section of all shipping documents.

#### UPS-SCS Canada, Inc. (UPS SUPPLY CHAIN SOLUTIONS)

1221, 32nd Avenue  
Lachine, QC  
H8T 3H2, Canada  
Tel: (800) 361-1867 Ext: 6045

Prime contact: [ross.wood@ups.com](mailto:ross.wood@ups.com)  
Other contacts: [Christopher.Alderson@ups.com](mailto:Christopher.Alderson@ups.com)  
[upsmtl5sort@ups.com](mailto:upsmtl5sort@ups.com)  
[arrnoticesmtl@ups.com](mailto:arrnoticesmtl@ups.com)

- For all shipments, where MDA is responsible for Canadian customs clearance, including courier, the broker select option must indicate UPS SCS Inc.
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- Splitting brokerage fee or fee at destination regarding duties and taxes is not acceptable therefore, if MDA is responsible for customs clearance, MDA must also be the importer of record.
- Address any inquiry, related to a MDA shipment, to the MDA buyer who issued the order.

**Insurance :**

- MDA Montreal does not insure shipments with common carriers and holds an independent insurance policy.
- Value for carriage should not be indicated or should be indicated at 0.00 value on any waybill for any mode of transport.
- Insurance charges from transport and courier companies will be charged back to the shipper.

**Documentation/ Commercial Invoice :**

**Note all commercial invoices must represent the shipment on hand for customs clearance and on shipper’s company letterhead**

- Cross border documents must indicate:
  - Per item value and currency of goods
  - A worded description (and HTS code if possible)
  - The compositions of the goods
  - The country of origin of the goods
- For items requiring additional attention please also provide: (ex:)
  - ECCN
  - USMCA Certificate
  - SDS
  - FCC OR other FDA required declaration
  - Manufacturer’s Affidavit
  - PO#
- For shipments that are returning to Canada both values are required for customs clearance: The value at the time of import into the exporting country must be indicated separately in addition to the value for services rendered and/or other items

**Carriers & Service Method**

	<b>Intra-Canada</b>	<b>USA/Canada - Canada/USA</b>	<b>Outside North America</b>
<b>0-150Lbs</b>		Fedex <b>UPS BROWN</b>	Fedex
<b>0-100 lbs</b>	Purolator	UPS BROWN	
<b>Over Lbs</b>	Contact MDA for routing instructions	Contact MDA for routing instructions	Contact MDA for routing instructions

The courier account number will be listed on the Purchase Order issued by MDA. Unless pre-authorized, do not use the guaranteed services (ex. 9AM OR 10:30 AM).

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**Incoterms 2020 :**

- Except for the DDP Incoterm, whichever incoterm is negotiated with our purchasing department, MDA must remain the importer of record and our customs broker must be notified and pre-alerted at time of shipment.

**Pre-alert :**

- The MDA Montreal customs broker specified in point one must receive a commercial invoice with all pertinent details at time of shipment including the AWB# or Bill of Lading # of the shipment in question.
- For dry-ice shipments:
  - All commercial and transportation documents must be sent to MDA's customs broker PRIOR to the release of goods from shipper's premises.

**PARS set up: (to enter Canada) or PAPS set up: (to enter the U.S.A.)**

The shipper's responsibility to provide commercial/trade and traffic documents prior to or at time of pick up above mentioned remains the same. The party in charge of the transportation must provide the crossing details of the carrier to our customs broker in Canada or the U.S.A. in order to set up pre-clearance at the designated border to ensure passage without delay.

**Note: the suppliers must email the commercial invoice to mda customs broker listed below once the shipment has been picked up without fail**

PARS (Pre-Arrival Review System):	Contact at UPSSCS Canada Inc.: <a href="mailto:ross.wood@ups.com">ross.wood@ups.com</a> <a href="mailto:Christopher.Alderson@ups.com">Christopher.Alderson@ups.com</a>
PAPS (Pre-Arrival Processing System):	Contact at UPSSCS USA Inc.: <a href="mailto:UPSSCSINBOUND@UPS.COM">UPSSCSINBOUND@UPS.COM</a> <a href="mailto:chpoceanair@ups.com">chpoceanair@ups.com</a>

**Return shipments following a service:**

All shipments returning to Canada MUST have two values indicated on the commercial invoice.

1. The value at time of US entry (including the currency) in the description portion of the commercial invoice
2. The value and type of the service (including the currency) in the charge column

Additionally:

- MDA MUST be stated as the Canadian importer of record (IOR)
  - MDA's customs broker must be stated as above mention (and notified if possible)
  - MDA must be notified at time of departure: [mark.coles@mda.space](mailto:mark.coles@mda.space)
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