

## CUSTOMS ROUTING INSTRUCTIONS

### Ship To/Consignee address:

- **UNIVERSITY OF WATERLOO**

The most important first line if U of W is responsible for custom clearance with brokage/tax/duty

- <insert **P-CARD holder name** and recipient's name or department>
- **Central Stores Receiving, 263 Phillip St.**
- **Waterloo, ON Canada N2L 3G1**

It is essential that **P-CARD holder name** and **U of Waterloo broker information Thompson Ahern International** be clearly stated on the shipping commercial invoice.

**FOR CUSTOMS CLEARANCE VIA THOMPSON, AHERN & CO., LTD.**

<https://www.taco.ca/en/contact.php>

**Attach three copies of the commercial invoice to the Bill of Lading (or parcel) and indicate **P-CARD holder name** on the Bill of Lading or other shipping documents.**

University of Waterloo's Tax ID Number: 119260685

### **Note: US or Mexico vendors**

If you have a USMCA/CUSMA Certificate of Origin for the goods that are being shipped, please include it with the shipment.

### **Note: International vendors other than US and Mexico**

**\*\* Please advise Buyer if mode of transportation is to be Ocean Freight\*\***

Should you have any questions regarding THESE ROUTING INSTRUCTIONS, please contact the Customs Coordinator at [l65liu@uwaterloo.ca](mailto:l65liu@uwaterloo.ca) or [procure@uwaterloo.ca](mailto:procure@uwaterloo.ca)