



## **International Inbound Shipment Requirements for the Shipped by Newegg Services**

International sellers utilizing the Shipped by Newegg (SBN) services must meet the following guidelines and procedures of their inbound shipments. Failure to meet these requirements may result in fine or penalty from various legislative agencies.

There are several options in exporting your products to SBN warehouses.

1. Small packages via courier service such as UPS, FedEx, DHL or USPS.
2. Air cargo services via freight forwarder or airline.
3. Ocean shipment which include LCL or full container load via freight forwarder or Ocean liner.

Sellers are free to work with any forwarders or courier for their export shipments.

### **Duties, Taxes, and Shipping Costs**

Newegg will not be responsible for or collect any duties, taxes or shipping costs associated with SBN inventory. All shipments are required to use Delivered Duty Paid (DDP), or sometimes referred to as "Free Domicile," shipping terms. Any shipment arriving at Newegg fulfillment center with collect charges, including any duties, taxes or shipping costs, will be refused without further concession.

Seller is responsible for: (1) ensuring the imported goods comply with local laws and regulations, (2) filing a completed duty entry and associated documents, and (3) paying the assessed import duties and other taxes on those goods.

### **Importer of Record**

An Importer of Record (IOR) is required for merchandise entering the Canada. Newegg Inc. will not act as an Importer of Record for any import shipments for SBN inventory. This applies to shipments of any size or value, regardless of origin and product.

#### **Non-Resident Importers**

For global sellers who do not have local Canadian entity established to act as their Importer of Record (IOR), Canadian law and regulation do allow them to export into Canada by apply to become Non-Resident Importer (NRI). You can reference below process.

1. Become a Non-Resident Importer (NRI). An NRI is a foreign company importing their products and goods into Canada, using their name and business number (BN).
2. Obtain a BN. In order to obtain you can do any of the following:
  - a. Call 1-800-959-5525
  - b. Register online at <http://www.businessregistration.gc.ca/>
  - c. Complete form RC1, which requests a BN. This form can then be mailed into a tax center and you will then obtain your BN once the form is received and reviewed. Form RC1 can be found at <http://www.businessregistration.gc.ca/>. A list of tax centers and their locations can be found at <http://www.cra-arc.gc.ca/taxcentre/>
3. Provide your import/export account information on the customs documents to the carrier of your choice for all shipments into Canada.

### **Customs Brokers**

Customs brokers are private individuals or firms licensed by Canada Border Services Agency (CBSA) to prepare and file the necessary customs entries, arrange for the payment of duties owed, arrange for the release goods from CBSA custody, and otherwise represent importers in customs matters. For custom clearance of import shipments to SBN fulfillment centers, sellers need to contact Newegg designated customs broker Tri-ad International Freight Forwarding Ltd. at 375 Annagem Blvd., Suite 100, Mississauga, Ontario, Canada L5T 3A7

Contact number:

1800-836-1217 (8:00am – 5:00pm EST)

Email contact:

[pricing@tri-ad.ca](mailto:pricing@tri-ad.ca)

Global sellers can also contact Tri-ad International Freight Forwarding Ltd. directly if you have any questions regarding Importer of Record or how to export into Canada in general. If you do not have your own freight forwarder to work on your behalf currently but looking for way to ship your products to Canada for utilize our SBN program, follow below steps to get more information:

1. Follow the [link](#) and fill out the request form.
2. Door to Door Pricing along with customs clearance changes will be provide to seller within 24 hours.
3. Give authorization to Tri-Ad to more your shipment.
4. Fill out required forms for export which are Commercial Invoice and Packing List
5. Pay Tri-ad International via wire transfer.
6. Tri-ad will start preparing the documents and ship the products to the destination (Newegg Canada warehouse).

For global sellers opt to use your own freight forwarder on your shipment into our Canadian Order Fulfillment Center(s) for SBN purposes, we strongly recommend that your freight forwarder or courier contact Tri-ad International Freight Forwarding Ltd. at above contact information prior to shipments departure from port of discharge to make necessary filing or submitting custom required documents.

### **Shipping Documentation**

A Newegg fulfillment center may be listed as the "deliver to" party on your shipping documentation. Please ensure Newegg shipment ID (generated from seller portal), seller store name or ID and your contact information is included on import/shipping documentation in case there are any questions regarding your shipment.

### **Return of Imports**

Newegg is currently unable to return inventory stored in Newegg fulfillment centers to an address outside of the Canada. If you wish to have your inventory returned, you must create an Inventory Return order with a Canada return address. Otherwise a "Will Call" (seller/carrier pick up) option is available within Seller Portal.

### **Locations for Newegg Fulfillment Warehouse**

Warehouse#	Address	Phone Number	Email address	Contact	Receiving hours
36	55 East Beaver Creek Road. Dock# 14 Richmond Hill, Ontario L4B 1E8	905-763-4488	<a href="mailto:Joe.M.Aleluia@newegg.com">Joe.M.Aleluia@newegg.com</a>	Joe Aleluia	9:00 AM to 3:00 PM Mon-Fri

Product Size Definition	
Standard Size	Under 25" x 17" x 12" and <= 20 lbs
Over Size	Over 25" x 17" x 12" or > 20 lbs

Note:

Additional reference for global seller export into Canada: <http://www.cbsa-asfc.gc.ca/import/guide-eng.html>

Additional reference for US based seller export into Canada: [http://files.export.gov/x\\_2425843.pdf](http://files.export.gov/x_2425843.pdf)