



# Canada Ocean/Air Import Shipping Instructions

(revised 04/2018)

This document, Canada Ocean/Air Import Shipping Instructions, applies to all suppliers providing goods to Michelin North America (Canada), Inc. under a Master Agreement for Services, Purchase Order or similar contract.

**BILL TO on invoice and CONSIGNEE on BOL  
(relative to intended plant):**

Michelin North America Canada, Inc.  
CA1 Addr: 2863 Granton Road, RR#3  
New Glasgow, Nova Scotia, Canada B2H 5C6  
CA2 Addr: 233 Logan Road  
Bridgewater, Nova Scotia, Canada B4V 3T3  
CA3 Addr: 866 Randolph Road  
Waterville, Nova Scotia, Canada BOP 1V0

**SHIP TO on invoice:**

MUST MATCH the Ship To address  
specified on the Purchase Order

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**IMPORT CONTACTS**

Documents (invoice, packing list, Bill of Lading) MUST be sent to the import contacts noted below at the time of shipment. No Original Bills of Lading to be used. Only Sea Waybills

Michelin Canada Logistics Contact:

Michelin North America Canada, Inc.  
2863 Granton Road, RR#3, Pictou County  
New Glasgow, Nova Scotia, Canada B2H 5C6  
Attn: Catherine Simpson, Customs/Logistics  
Tel: 902.753.1581  
Fax: 902.753.1732  
Email: [catherine.simpson@michelin.com](mailto:catherine.simpson@michelin.com)

Import Broker Contact:

Livingston International  
5121 Sackville Street, Suite 102  
Halifax, Nova Scotia, Canada B3J 1K1  
Attn: Carol Bartlett  
Tel: 902.422.9666 Ext 5004  
Fax: 902.423.6098  
Email: [cbartlett@livingstonintl.com](mailto:cbartlett@livingstonintl.com)

Please show BROKER as Notify Contact on Bill of Lading.

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**Documents and Details required for US Customs Clearance**

**Invoice Requirements:**

- 2010 INCOTERM
- Currency
- Purchase Order Number and PO Line Number(s)
- For each PO Line Number, the following is required:
  - Complete description in English
  - Michelin Part Number
  - Supplier Part Number
  - County of Origin / Manufacture
  - Quantity, Unit of Measure, Unit Price
  - Net Weight, Gross Weight
  - Tariff Classification Number

**Packing List**

- Electronic copy of packing list sent in document package
- Additional paper copy included in shipment, attached to packaging.

**Non-Negotiable Bill of Lading / Express Release (Sea Waybill)**

**Special Documents:**

- MSDS Material Safety Data Sheet (if applicable)
- NAFTA-CO North American Free Trade Agreement Certificate of Origin (if applicable)

Please DO NOT Send Original Bills of Lading !