



Finance Department

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Memorandum

To: Campus Community Members

From: Finance Department

Date: July 23, 2021

Subject: CHANGES TO UNIVERSITY IMPORTING AND CUSTOMS PROCEDURES

Please note that there have been a number of changes to the customs process within the University. First, we have partnered with Thompson Ahern International (TACO) to handle our customs and brokerage responsibilities. TACO are technical experts in the clearance and duty/tax assessment of international shipments. Second, the Canadian Border Services Agency (CBSA) instituted modified requirements for imports in line with the new Canada-USA-Mexico Agreement (which replaced NAFTA in 2020), requiring additional documentation for goods being imported into Canada. As a result of these changes, Procurement will no longer process campus imports in the same manner as they have been conducted in the past. However, we will continue make our best effort to assist campus purchasers with their product imports.

In light of these changes, and in an effort to streamline the customs process for our campus buyers, we have launched a new online Customs Portal (<https://www.uwindsor.ca/finance/customs>) meant to aid in assembling all necessary information about how to execute your international purchases. Following the steps outlined on this page will ensure: a) compliance with new CBSA and CUSMA regulations; b) an expedited customs clearance by TACO; and c) the lowest possible duty/processing costs charged to your accounts. As always, you can request immediate assistance at any time by contacting customs@uwindsor.ca.

Finally, please note that as of August 1st, 2021 our United States delivery warehouse will no longer be located at 14300 Henn St in Dearborn. Effective immediately we highly encourage all purchasers to have their international shipments delivered directly to campus wherever possible. Note that Distribution Services requires your name, department, and building be listed before University of Windsor, 401 Sunset; please work with your shippers to ensure this information is on your shipping labels. In the unlikely event that purchases cannot be shipped to a Canadian address, you must contact customs@uwindsor.ca to arrange alternate delivery accommodations. We ask that you inform any staff, faculty or student purchasers in your department who place orders, as well as anywhere you have the Dearborn warehouse address posted on your department website.

We have no doubt that this streamlined process will add both efficiency and speed to your international purchasing, and will best prepare us for a smooth Fall 2021 return to campus.

For up-to-date information about the customs process, please visit:
<http://www.uwindsor.ca/finance/customs>