

Exporting Business Sourcing Guide

Revised: March 2004



Canada / British Columbia Business Services Society

601 West Cordova Street Vancouver BC V6B 1G1

Phone: 604-775-5525 In BC: 1- 800- 667-2272 Fax: 604-775-5520

www.smallbusinessbc.ca

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Exporting

Regulatory / Legal

Basics for Getting Started

There are some basic regulatory requirements that are likely to affect you when starting your business. Requirements include registering your business name, obtaining a business license and paying taxes.

For a more information on basic regulatory requirements, visit the Canada / BC Business Services Society's web site at: <http://www.smallbusinessbc.ca/workshop/>

Interactive Export Planner

The Interactive Export Planner helps entrepreneurs prepare an export plan or an export-focused business plan for their new or existing business.

Acts and Regulations

The following is meant solely to help you understand the main features of primary regulations governing this activity, and is not meant in any way to provide a legal interpretation.

Revenue Canada Business Number (BN)

All Canadian individuals or businesses importing or exporting on a commercial basis must get a BN in order to account for their goods.

Reporting of Exports/Export Declaration

Exporters must report to the Canada Customs and Revenue Agency on goods they export out of Canada. Any Canadian shipment exported directly to a non-U.S. destination, as well as those that are shipped in transit through the U.S. destined for a third country, must be reported. A shipment of goods valued at less than CAN \$2,000 need not be reported. In order to make this process less time demanding, the Canada Customs and Revenue Agency has made it possible to declare exports via the internet using the Canadian Automated Export Declaration.

Basics for Getting Started

Step by Step Guide to Exporting
<http://exportsource.ca/gol/exportsource/interface.nsf/engdocbasic/1.2.html>

Team Canada Inc.

<http://www.exportsource.ca>

Department of Foreign Affairs and International Trade
<http://www.dfait-maeci.gc.ca>

The Canadian Trade Commissioner Service
<http://www.infoexport.gc.ca>

A Handy Customs Guide for Exporters:
<http://www.cbsa-asfc.gc.ca/E/pub/cp/rc4116/README.html>

Interactive Export Planner
<http://www.smallbusinessbc.ca/ie/p/>

Acts and Regulations

Revenue Canada Business Number (BN)

Canada Revenue Agency
1166 West Pender
Vancouver, BC, V6E 3H8
Toll-free: 1-800-959-5525

Reporting of Exports/Export Declaration

Canada Border Service Agency
Toll-free: 1-800-461-9999
Forms & pubs: 1-800-959-2221

Canadian Automated Export Declaration (CAED)
<http://www.statcan.ca/english/exports/index.htm>

Export Declaration Form:
<http://www.cbsa-asfc.gc.ca/E/pbg/cf/b13a/>

*Regulatory / Legal continued**Exporters' and Producers' Records*

The Customs Act provides the legislative framework for administering and enforcing customs laws. Under section 97.2(1) of the Customs Act, every person who exports goods or causes them to be exported for sale or for any industrial, occupational, commercial, institutional or other use, or any person who has completed and signed a free trade agreement certificate of origin must keep records relating to that exportation. The records are to be kept for a specified time and at a specified location as set out in the regulations.

Export Certificates

Under the Export and Import Permits Act, some goods, and some destinations of goods, require that an exporter first receive a Federal export permit from the Department of Foreign Affairs and International Trade (DFAIT) – Export Controls Division before the goods can be exported. This Act also brings into force provisions of various trade agreements and commitments that Canada has entered into with other countries.

Export Permits are required when the destination is a country on the Area Control List (ACL) or when the goods are on the Export Control List (ECL). There are two types of permits: a General Export Permit (GEP) and an Individual Export Permit (IEP).

The Export Controls Division provides assistance to exporters in determining if export permits are required. It also publishes brochures and Notices to Exporters that are freely available on request.

Tariff Treatment - Certificate of Origin - Exported Goods – NAFTA / CIFTA / CCFTA

Every exporter of goods to a North American Free Trade Agreement (NAFTA), Canada-Israel Free Trade Agreement (CIFTA) or Canada-Chile Free Trade Agreement (CCFTA) country for which tariff treatment under a free trade agreement country will be claimed, shall certify in writing that the goods exported or to be exported from Canada to a NAFTA, CIFTA, or CCFTA country meet the rules of origin as set out in the free trade agreements .

Exporters' and Producers' Records

Canada Border Service Agency
Toll-free: 1-800-461-9999

Export Certificates

Export Controls Division
Export and Import Controls
Bureau (EPD)
Department of Foreign Affairs
and International Trade
P.O. Box 481, Station "A"
Ottawa, Ontario, K1N 9K6
Tel: (613) 996-2387
Fax: (613) 996-9933
<http://www.dfait-maeci.gc.ca/eicb/>

Tariff Treatment - Certificate of Origin - Exported Goods – NAFTA / CIFTA / CCFTA

Client Services
Canada Border Service Agency
Toll-free: 1-800-461-9999

Regulatory / Legal continued

Free Trade Agreements

North American Free Trade Agreement – NAFTA

NAFTA came into force on January 1, 1994. By 2003, the agreement will eliminate tariffs among Canada, Mexico and the United States on nearly all qualifying goods. Under NAFTA, a tariff-reduction schedule was worked out for trade with the U.S. and Mexico whereby tariffs would be reduced over a five-year and ten-year period respectively from the implementation date. Most of Mexico's non-tariff barriers, such as import licenses will also be eliminated during this period.

The key provisions of NAFTA are: Elimination of Tariffs, National Treatment, Secure Market Access, Dispute Settlement, Government Procurement, Business Travel, and Intellectual Property. A number of documents explaining the agreement are available from DFAIT. CCRA will provide answers to specific tax and customs-related questions.

Canada-Chile Free Trade Agreement – CCFTA

Legislation to implement the Canada-Chile Free Trade Agreement entered into force on 5 July 1997.

The trade agreement's key features are as follows: Immediate duty-free access for 85 percent of Canadian exports and the elimination of Chile's 11 percent import duty on almost all remaining industrial and resource-based goods over 5 years; Much better access for a range of agricultural goods; Double Taxation Agreement was signed in November 1999 and comes into effect 1 January 2000; Creation of a dispute resolution commission; Side agreements on environment and labour; The mutual elimination of anti-dumping duties within a maximum of six years.

The Canada - Israel Free Trade Agreement (CIFTA)

The Canada - Israel Free Trade Agreement (CIFTA) was adopted on 30 December 1996, and came into force on 1 January 1997.

The following are the main elements of the Agreement: Tariffs have been removed from the vast majority of industrial products of Canadian or Israeli origin beginning January 1 1997; Duty-free access or low duties have been applied to a variety of agricultural and fisheries products exported by both countries; Creation of a dispute resolution commission.

Free Trade Agreements

North American Free Trade Agreement – NAFTA

<http://www.dfait-maeci.gc.ca/nafta-alena/menu-en.asp>

Canada-Chile Free Trade Agreement – CCFTA

<http://www.dfait-maeci.gc.ca/tna-nac/bilateral-en.asp>

Canada-Israel Free Trade Agreement – CIFTA

<http://www.dfait-maeci.gc.ca/tna-nac/cifta-en.asp>

*Regulatory / Legal continued**Trade Agreements Information Line*

For general questions on free trade agreements, you may call the Trade Agreements Information line

Insurance*Accounts Receivables Insurance*

Use EDC's Accounts Receivable Insurance Policy to protect your export receivables. EDC will cover up to 90 percent of your losses resulting from a wide range of commercial risks, such as; insolvency or default; payment delay; refusal of goods by foreign buyer; war or hostilities; and cancellation of necessary export or import permits

EDC's Performance Security Guarantee

To obtain Letters of Guarantee from your bank, you typically need collateral. *EDC's Performance Security Guarantee* not only provides your bank with 100 percent coverage against a call of the Letter of Guarantee issued on your behalf, but it also serves as your collateral. This helps free up your working capital to pursue the contract or other export opportunities.

EDC: Political Risk Insurance

EDC covers up to 90 percent of losses due to non-payment of loans, resulting from three types of political risk:

Transfer and inconvertibility of funds - If local earnings cannot be converted into hard currency, or hard currency cannot be transferred out of the country.

Expropriation – If loan losses have occurred as a result of direct or indirect expropriatory actions on the part of the host government.

Political violence - The eruption of political violence has the potential to affect, even shut down, projects or transactions, impacting on the ability to repay loans.

Trade Agreements Information Line

Toll-free: 1-800-661-6121

Insurance*Account Receivables Insurance*

Emerging Exporters Team
Export Development Corporation (EDC)

Toll-free: 1-800-850-9626

Fax: (613) 598-6871

http://www.edc.ca/prodserv/insurance/accounts_e.htm

EDC's Performance Security Guarantee

Emerging Exporters Team
Export Development Corporation (EDC)

Toll-free: 1-800-850-9626

Fax: (613) 598-6871

http://www.edc.ca/prodserv/insurance/bank_fact_e.htm

EDC: Political Risk Insurance

Emerging Exporters Team
Export Development Corporation (EDC)

Toll-free: 1-800-850-9626

Fax: (613) 598-6871

http://www.edc.ca/prodserv/insurance/risk_pol_e.htm

Funding / Financing

Financing Your Business

Small business financing can involve several types of financing. Examples are short-term debt, long-term debt and equity financing.

For a more information on types of financing, visit the Canada/BC Business Services Society's web site at:

<http://www.smallbusinessbc.ca/financing>

Sources of Financing

NORTHSTAR Trade Finance Inc.

NORTHSTAR Trade Finance Inc. supports small and medium sized Canadian exporters by offering financing to creditworthy foreign buyers of eligible Canadian goods and services. NORTHSTAR complements Export Development Canada (EDC's) export financing services by financing export sales of between \$100 000 and \$5 million, with repayment terms of one to five years.

Financing for Exporting

Financing for Exporting is designed to help small businesses finance export and export-related activities. This product provides pre-shipment financing to cover the heavy costs associated with initiating and developing international markets. Flexible repayment terms allow small companies to build foreign sales and ensure the long-term viability of your company.

Sources of Financing

NORTHSTAR Trade Finance Inc.

Suite 205

5811 Cooney Road

Richmond, BC, V6X 3M1

Toll-free 1-800-663-9288

Telephone: (604) 664-5828

Fax: (604) 664-5838

<http://www.northstar.ca>

Financing for Exporters

Business Development Bank of
Canada (BDC)

Toll-free: 1-888-232-2269

Fax: 1-877-329-9232

<http://www.bdc.ca>

*Funding / Financing continued**Financing Services for Smaller Capital Goods Exporters*

By working with EDC's small-business specialists, smaller companies can include export financing options with their export proposals that are comparable to the financing packages offered by larger competitors. EDC has fast and simple financing solutions to meet your needs and those of your buyer.

- With buyer financing, EDC lends money to your foreign buyer, but pays you directly, right here in Canada. And EDC assumes the repayment risk.
- EDC lines of credit with foreign financial institutions offer your buyer quick and easy access to financing at a familiar bank and in your buyer's own language.

If you have ever been paid for an export sale by a promissory note, EDC has a note purchase program which turns your deal into a cash sale.

Equity Capital Program

The Equity Capital Program is the operating name of the investment incentive program set out in the Small Business Venture Capital Act. This program is designed to encourage arm's length investors to make equity investments in businesses which enhance export, replace imports or otherwise diversify the British Columbia economy. The BC government provides investors with an incentive equal to 30 percent of their investment in a special holding company called a Venture Capital Corporation (VCC) which subsequently invests in one or more eligible businesses. Tax credits are realized through the issuance of tax credit certificates.

International Trade Personnel Program – ITPP

The International Trade Personnel Program enables small businesses to employ eligible post-secondary graduates to help implement export marketing strategies by sharing some of the costs involved in hiring recent post-secondary graduates to work on international trade projects. Through the program, recent graduates who are out of work or in jobs unrelated to their educational training, are hired by western Canadian companies.

Program for Export Market Development – PEMD

PEMD is the federal government's primary international business development program, and is designed to increase export sales of Canadian goods and services by sharing the costs of activities through repayable contributions. PEMD encourages Canadian companies to become exporters and helps existing Canadian exporters develop new markets.

Financing Services for Smaller Capital Goods Exporters

Emerging Exporters Team
Export Development Corporation (EDC)

Toll-free: 1-800-850-9626

Fax: (613) 598-6871

<http://www.edc.ca>

Equity Capital Program

Business Investment Branch
Victoria, BC

V8W 9W1

Toll-free 1-800-665-6597

Tel: (250) 952-6385

<http://www.cse.gov.bc.ca>

International Trade Personnel Program – ITPP

Western Economic
Diversification Canada
700-601 West Hastings Street
Price Waterhouse Building
Vancouver, BC

V6B 5G9

Toll-free: 1-888-338-9378

Tel: (604) 666-6256

Fax: (604) 666-2353

<http://www.wd.gc.ca>

Program for Export Market Development – PEMD

Industry Canada
300 West Georgia Street
Suite 2000

Vancouver, BC

V6B 6E1

Tel: (604) 666-0005

Fax: (604) 666-0954

<http://www.infoexport.gc.ca/pemd/menu-e.asp>

Funding / Financing continued

Progress Payment Program – Export Assistance

The Progress Payment Program (PPP) provides small and medium-sized businesses access to pre-shipment financing for export sales. The Program is offered by Canadian financial institutions in partnership with the Canadian Commercial Corporation. With CCC's involvement, a financial institution will normally be prepared to provide funds beyond a Canadian exporter's regular line of credit. A project line of credit is set up to cover production costs for a particular export sale. This project line of credit is repaid with funds received from the buyer once the goods have been shipped from Canada.

Accounts Receivable Financing

In order to facilitate the expansion of a growing company, businesses often turn to Accounts Receivable Financing or *factoring*. This method of financing is generally used when a business in its start-up/growth phase is unable to receive additional credit at their bank or credit union. Accounts Receivable financing allows businesses to turn over their accounts receivables to a financing company in exchange for needed cash. The 30-60 days gained is often the difference between increased growth/sales and stagnation/bankruptcy

Your Guide to Canadian Export Financing – 2002-2003

Learn about practical techniques for financing exports and find out about government assistance for exporters.

Progress Payment Program – Export Assistance

Canadian Commercial Corporation
300 West Georgia Street
Suite 2000
Vancouver, BC
V6B 6E1
Toll-free: 1-800-748-8191
Tel: (604) 666-4781
Fax: (604) 666-0954,
<http://www.ccc.ca>

Accounts Receivable Financing

Search the SuperPages using “factoring” or scan the “financing” listings
www.superpages.ca

Your Guide to Canadian Export Financing

Publisher: Productive Publications
ISBN: 1-5520-101-8
<http://www.productivepublications.ca/exporting.htm>

How-To / Educational

All publications listed in this document are available for reference in the C/BC BSC Business Trade and Markets Library.

How-To Publications

Taking Your Business Global

This publication is designed to lead a small business owner through the complicated maze of global trade. No single export strategy is right for the myriad of diverse businesses that may have the potential to "go global". This book can help you design the strategy that is right for you, introduce you to important support systems and identify potential mishaps. This book also offers a step-by-step explanation of cooperative networks that spread cost, risk, contacts and expertise at an affordable price.

Exporting from Canada

This book provides Canadian exporters and would-be exporters with easy-to-follow information and advice on the strategies and issues involved in doing business outside the country. Topics covered include: possible markets, product redesign, costs and financial issues, export business arrangements, resources and government funding, paperwork and documentation, NAFTA-related issues, agents and product promotion.

Export Manager: Guide to Export Marketing and Management

Well suited to clients planning to venture into the export business. Covers such topics as management procedures, international marketing methods, export etiquette and reference sources.

Kiss, Bow, or Shake Hands: How to do Business in 60 Countries

A guide to doing business in sixty countries. It has country-specific chapters that discuss cultural practices, protocol, and business practices.

Export Finance: A Guide for Canadian Managers

This text provides information about all elements of export finance such as managing your firm's export market development costs, foreign exchange risks, export credit offers, trade banking relationships, trade terms, documentation, export pricing, financing offers from export credit agency, aid and commercial bank lenders, export performance guarantees, export cashflow and taxation.

How To Publications

Taking Your Business Global

Publisher: Career Press
ISBN: 1-56414-275-2

Export Manager: Guide to Export Marketing and Management

Publisher: XPO International
ISBN: 0-9698593-0-9

Kiss, Bow, or Shake Hands...

Publisher: Adams Media Corporation
ISBN: 1-55850-444-3

Export Finance: A Guide for Canadian Managers

Publisher: Carswell Thomson Professional Publishing
ISBN: 0-459-56302-5

How-To / Educational continued

Incoterms 2000

Used the world over to specify the obligations for delivering goods in international contracts, Incoterms 2000 have been revised to bring them up-to-date with changes in international trade such as transportation techniques and electronic data interchange (EDI).

Safe Stowage: A Guide for Exporters

This booklet has been prepared to assist and encourage Canadian industry in its export mission. It demonstrates, in basic terms, proper freight stowage in sea containers and trailers. Available free from the Department of Foreign Affairs and International Trade (DFAIT).

A Short Course in International Payments: Letters of Credit, Documentary Collections and Cyberpayments in International Transactions

This book is designed to help both buyers and sellers learn about international payment options. The relative merits of the four most common types of payments are explained, and the two most common options -- documentary collections and documentary letters of credit -- are featured. This book also contains chapters on cyberpayments, Incoterms 1990, a comprehensive glossary, and a section devoted to documents used in international transactions.

A Short course in International Marketing: Approaching and Penetrating the International Marketplace

This book looks at the cultural concerns that are crucial to the international marketing process. It also presents guidelines for formulating a marketing strategy, cultural analysis, research planning and a marketing plan outline.

Canadian Export Guide

A comprehensive guide to exporting from Canada. Topics covered: Export terms, Export controls, Export finance, Insurance, ATA Carnets, CCCN, and Metric. Includes country profiles which detail the documentation needed for most commercial shipments by sea, air or mail. 2 Volumes

Take a World View: Export Your Services

Take a World View provides answers to the most often asked questions about exporting services, makes it possible to determine export readiness, and helps to prepare for doing business internationally. It features information on world markets for service exporters, publications, exporting tips, checklists, and an extensive list of sources of assistance.

Incoterms 2000

Publisher: ICC Publishing S.A.
ISBN: 92-842-1199-9

Safe Stowage: A Guide for Exporters

Publisher: DFAIT
Tel: (613) 996-0446
<http://www.infoexport.gc.ca/shipping/SafeStowage-e.pdf>

A Short Course in International Payments

Publisher: World Trade Press
ISBN: 1-885073-50-X

A Short course in International Marketing

Publisher: World Trade Press
ISBN: 1-885073-52-6

Canadian Export Guide

Publisher: Migra International
Tel: 905-673-5719

Take a World View

<http://www.strategis.ic.gc.ca/twv>

How-To / Educational continued

Training Courses

British Columbia Institute for International Trade (BCISIT)

BCISIT offers the national trade training program - FITTSkills. This program leads to an internationally recognized diploma in international trade and is the educational requirement for the Certified International Trade Professional (CITP) designation which is a national professional designation. FITTSkills is a detailed intensive export practitioners course focusing on the mechanics of international trade.

For new or potential exporters, BCISIT offers a variety of short courses on trade-related issues. These sessions, from ½ day to a full day in length, are offered every spring and fall with topics presented as market conditions and concerns change. The information presented is designed to be directly applied to a company's current activities.

ExportUSA- New Exporters to Border States - NEBS/NEBS Plus

NEBS, the New Exporters to Border States program, is a key export education tool that targets Canadian companies not yet exporting to the United States. NEBS introduces the essentials of exporting, including practical export information and first-hand exposure to markets in U.S. border states.

NEBS Plus is a recent expansion of the program that serves Canadian companies already exporting to the U.S. border states. The focus of NEBS Plus is to expand the markets of successful exporters to other regions of the United States.

Export Consulting Services

To help small businesses take advantage of the opportunities available in the global marketplace, the Business Development Bank of Canada (BDC) has developed a new range of export counselling services. With the support of a network of competent, experienced specialists who are familiar with all aspects of exporting, these services are designed to meet the specific needs of entrepreneurs who are venturing into world markets.

Training Courses

British Columbia Institute for International Trade (BCISIT)

422 - 555 Seymour St.
Vancouver, BC,
V6B 3H6
Tel: (604) 412-7686
Fax: (604) 687-2488

TradeUSA - New Exporters to Border States (Export USA)

International Trade Centre
Industry Canada
2000 - 300 West Georgia Street
Vancouver, BC
V6B 6E1
Tel: (604) 666-1443
Fax: (604) 666-0954

Export Consulting Services

Business Development Bank of
Canada
Toll-free: 1-888- INFO BDC
<http://www.bdc.ca>

Contacts / Directories

Business Associations

Canadian Manufacturers and Exporters Canada

The Canadian Manufacturers and Exporters (CME) is a national non-profit industry association designed to improve the competitiveness of Canadian manufacturers and exporters. The Alliance provides provincial and federal advocacy, information distribution, and current interest meetings. Membership fee is based on annual sales.

Society of Translators and Interpreters of British Columbia

The Society of Translators and Interpreters of BC (STIBC) promotes the interests of translators and interpreters in British Columbia, and serves the public by providing a Code of Ethics for STIBC members and a system of certification for translators and interpreters.

Government Sources of Help

Team Canada Inc.

Team Canada Inc builds upon the spirit of partnership that has been key to the success of Team Canada trade missions. Functioning as a "virtual" network, it provides the export community with a single point of access to the broad range of government export service providers. The main clients of Team Canada Inc are Canadian companies seeking to export goods and services to foreign markets.

Canadian Trade Commissioner Service / Virtual Trade Commissioner

The Canadian Trade Commissioner Service is the international arm of Team Canada Inc. Over 300 Canadian trade commissioners work for Canadian business in over 100 cities around the world through Canada's embassies, consulates and high commissions. As part of the Department of Foreign Affairs and International Trade, these Canadian trade commissioners work alongside commercial officers who know local customs and business practices. Visit the Virtual Trade Commissioner web site to view market information, business opportunities, make service requests and even update your company's registration information.

Business Associations

Canadian Manufacturers and Exporters Canada

1330 - 1100 Melville Street
Vancouver, BC, V6E 4A6
Tel: (604) 713-7800
Fax: (604) 713-7801
<http://www.cme-mec.ca>

Society of Translators and Interpreters of British Columbia

#511 - 850 West Hastings Street,
Vancouver, BC, V6C 1E1
Tel: (604) 684-2940
Fax (604) 687-2947

Government Sources of Help

Team Canada Inc.

Toll-free: 1-888-811-1119
<http://exportsource.gc.ca>

Canadian Trade Commissioner Service

<http://infoexport.gc.ca>

Virtual Trade Commissioner

<http://www.infoexport.gc.ca/ie-en/login.jsp>

*Contacts / Directories continued****Tariffs and Market Access Division (EAT)***

The Tariffs and Market Access division (EAT) of the Department of Foreign Affairs and International Trade (DFAIT) is running a project regarding foreign tariff rates and related market access information. The service includes the provision of specific tariff rates, for most Canadian exports, for a number of countries.

Roadmap to Exporting

A useful guide to government services, offering insight into three stages of export preparedness, including: Considering Export Markets, Committing to the Development of Export Markets, and Growing in the Export Market. Provides listings of export related government contacts and services

Directories***Canadian Trade Index - CTI 2002***

This directory provides information on over 26,000 Canadian companies (20,000 manufacturers, 11,500 exporters, 7,000 distributors of products in Canada, and 3,700 service companies for manufactured products). The Canadian Trade Index contains a list of products and services, an alphabetical listing of companies, a geographical index, a company catalog section, a transportation section, and for each company, details such as head office and branch addresses, phone and fax numbers, principal products, brand names, export contacts, export regions, annual sales and company size ranges.

Canadian Company Capabilities

Canadian Company Capabilities (CCC) is an online database which profiles approximately 36 200 Canadian companies. By executing a detailed search, it is possible to return a list of companies that are currently exporting to a specific country, as well as those companies that are interested in exporting to specified countries

Tariffs and Market Access Division (EAT)

Department of Foreign Affairs
and International Trade
125 Sussex Drive
Ottawa, Ontario
Tel: (613) 944-5070 or
(613) 944-1569
Fax: (613) 944-4840 or
(613) 992-6002

Roadmap to Exporting

Publisher: DFAIT
Toll-free: 1-800-267-8376
also available at the:
Canada/BC Business Services
Society (Vancouver)
Toll-free: 1-800-667-2272
Tel: (604) 775-5525

Directories***Canadian Trade Index - CTI 2002***

Publisher: Nexport Media for the
Alliance of Manufacturers &
Exporters Canada
ISBN: 0-919102-28-X
<http://www.ctidirectory.com/>

Canadian Company Capabilities
<http://strategis.ic.gc.ca/cdncc>

Contacts / Directories continued

International Directory of Importers

Features extensive classified listings of worldwide importing firms, as well as company section containing detailed information on each importer. Useful for export sales promotional activity, searching for prospective distributors and agents, compilation of mailing lists, locating imports of a particular product, verification of company data etc. 9 Volume set

American Wholesalers & Distributors Directory

A comprehensive guide offering industry details on more than 27,000 wholesalers and distributors in the United States.

European Directory of Retailers and Wholesalers

This directory is a comprehensive guide to more than 4,800 West European retailers and wholesalers of consumer goods.

Tradeshaw Week

On the internet, free of charge - Includes U.S. and International trade shows and exhibitions, as well as companies, organizations, and information sources relating to the trade show industry.

Inspection Services

Often there is a need for goods to be inspected by an independent inspection agency - this helps to ensure contract compliance and improves the speed and efficiency of transactions. If the buyer is worried about the quality of goods being shipped, or if the seller wants to eliminate any chance of a dispute, then an independent inspection may be warranted.

Customs Brokers

Only customs brokers licensed by the Canada Customs and Revenue Agency may, on a commercial basis, account for goods and pay duties and taxes on behalf of an importer, under section 32 of the *Customs Act*.

There are approximately 260 customs brokerage firms in Canada operating at about 800 licensed offices. An importer must authorize the broker to conduct business. The authorization can be specific to a particular brokerage firm, or it can allow the initial brokerage firm to appoint one or more subagents to transact business at locations where the original broker is not licensed. For the Exporter, a customs broker can inform of any potential problems in the destination country
Check your local yellow pages for a full listing of custom brokers in your area.

International Directory of Importers

Publisher: Interdata
ISBN: 1-58239-003-7

American Wholesalers & Distributors Directory

Publisher: The Gale Group
ISBN: 0-7876-2430-6

European Directory of Retailers and Wholesalers

Publisher: Euromonitor plc.
ISBN: 0-86338-577-X

Tradeshaw Week

<http://www.tradeshawweek.com>

Inspection Services

For a list of companies that perform these services check the Superpages under "Laboratories Analytical"

www.superpages.ca

Customs Brokers

Check the Yellow Pages under "customs brokers"

www.superpages.ca

Contacts / Directories continued

Freight Forwarders

A freight forwarder's basic function is get cargo from Point A to Point B at the right time and in one piece.

A freight forwarder is a carrier and / or an agent that 'arranges' the movement of goods for the customer. They can save the exporter time and money.

Check your local yellow pages for a full listing of freight forwarders in your area.

Magazines and Newsletters

CanadExport

CanadExport, the DFAIT bilingual trade newsletter, is published twice monthly in print format. It is also available electronically as a regularly updated on-line publication and as an e-mail edition to those who subscribe by accessing the Internet site.

Export Wise

Published by the Export Development Canada, a Canadian financial institution devoted exclusively to providing trade finance services in support of Canadian exporters and investors. Export Wise covers events and issues related to the Canadian export industry

Freight Forwarders

Check the Superpages under "Freight Forwarders"

www.superpages.ca

Magazines and Newsletters

CanadExport

Publisher: DFAIT

ISSN: 0823-3330

<http://www.dfait-maeci.gc.ca/canadexport/>

Export Wise

Publisher: Export Development Canada

Tel: (604) 638-6950

http://www.edc.ca/corpinfo/pubs/exportwise/index_e.htm

Market Data / Statistics

Sources of Market Data

Exporters' Encyclopedia 2000/01

The Exporters' Encyclopedia can help gain insight into the trading environments of more than 220 world markets so you can decide where you can safely and profitably do business. You get the details you need to work successfully in each market, including trade regulations, documentation, key contacts, transportation and legislation affecting export commerce. Tips are also provided on foreign business travel, including passport regulations, business etiquette, climate and holidays.

Globus & National Trade Databank - STAT-USA

GLOBUS (Global Business Opportunities) offers daily trade leads from the Trade Opportunities Program (TOPS), as well as the US Department of Agriculture. GLOBUS also offers daily procurement activity from the US Defense Logistics Agency, the United Nations, and the Commerce Business Daily.

Historical trade leads are available for up to three months. Historical TOPS leads are provided for up to two years.

The NTDB (National Trade Data Bank) provides access to Country Commercial Guides, Market Research reports, Best Market reports. The NTDB also provides U.S. import and export statistics, as well as over 75 other various reports and programs.

Note: This website is accessible by subscribers only. Accessible at the Canada/BC Business Services Society

Export Alert!

Export Alert! is a free pilot service that automatically e-mails companies when governments in any of 134 World Trade Organization (WTO) member countries - including Canada - are proposing changes to the rules that govern products and services.

Subscribers choose from among 41 fields of interest that they want to track. They are then notified by e-mail whenever a government is proposing a change to a technical regulation, conformity assessment regime or mandatory standard.

Sources of Market Data

Exporters' Encyclopedia 2002/03

Publisher: Dun & Bradstreet
ISBN: 1-56203-796-X

Globus & National Trade Databank - STAT-USA

<http://www.stat-usa.gov>

Export Alert!

http://www.scc.ca/en/news_events/subscriptions/export_alert.shtml

Market Data / Statistics continued

Strategis

New markets, new opportunities and new competitors mean a whole new way of doing business. As Canada's most comprehensive Internet site for businesses and consumers, *Strategis* brings the global marketplace to your desktop.

International Business Opportunities Centre – IBOC

A partnership between the Department of Foreign Affairs and International Trade (DFAIT) and Industry Canada (IC), the International Business Opportunities Centre (IBOC) matches business leads identified by Canadian Trade Commissioners abroad with the interests of capable Canadian firms, particularly small and medium-sized enterprises (SMEs).

International Business Information

The new second edition of this widely acclaimed reference work describes key international business reference sources and databases, and provides the instructive analysis needed to effectively use them. It lists and explains the most important resources--both electronic and print--for use by professional researchers, business instructors, reference and business librarians, and student researchers. The authors also describe business practices in various regions and countries, the basics of international trade and finance, international business organizations, and relevant political departments and agencies.

Consumer International 2000/2001

This reference tool contains consumer trends across 28 non-european countries. From food and drink to analgesics and shampoo, home computers and CD-players, the product coverage is truly all-encompassing. It shows the volume and value market size data (1994-1999) on over 320 consumer product sectors.

Strategis

<http://strategis.ic.gc.ca>

International Business Opportunities Centre (IBOC)

Department of Foreign Affairs and International Trade

Fax: (613) 996-2635

<http://www.iboc.gc.ca>

International Business Information

Publisher: International Press Publications

ISBN: 1-57356-050-2

Consumer International 2000/2001

Publisher: Euromonitor International

ISBN: 0863389643

Statistics

Trade Data Online

Trade Data Online is a product designed to facilitate access to Canadian and U.S. trade statistics by commodity (HS code), industry (SIC code) and geographical location. The data is obtained from Statistics Canada and the U.S. Department of Commerce.

American Demographics Magazine

American Demographics Magazine is an invaluable tool for anyone interested in the United States Market. Useful for consumer trends, marketing tools, and future market analysis

Statistical Agencies (International)

Find statistics on countries around the world using this comprehensive list of statistical agencies
(a list of world counter-parts to Statistics Canada)

Statistics

Trade Data Online

<http://strategis.ic.gc.ca/tdo>

American Demographics

Publisher: Cowles Business Media Inc.

ISSN: 0163-4089

<http://www.demographics.com>

Statistical Agencies

(International)

http://www.census.gov/main/www/stat_int.html