Canadian Automated Export Declaration (CAED) 2005
User Guide

Canadian exports not destined for U.S. Consumption.

Canada Border Services Agency
Statistics Canada

Agence des Services Frontaliers du Canada
Statistique Canada

Canadä

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PART 1

INTRODUCTION

The Canadian Automated Export Declaration(CAED) represents the culmination of consultations with representatives of the Canadian exporting community, Statistics Canada, Canada Border Services Agency and other government departments.

Statistics Canada and Canada Border Services Agency have jointly developed a user friendly 'Windows' based software which features the ability to memorize screens, drop down menus, and keyword search functionality for Harmonized System (HS) coding at the 8 digit level. This software can also print an Export Declaration and / or generate a flat file in the prescribed format necessary for Internet transmission to the Federal Government of Canada.

The main objectives of the Canadian Automated Export Declaration (CAED) Program are:

- To promote the use of the CAED software. This software captures the data to a local database and then formats the data for electronic submission to the Federal Government.
- To improve the quality of the reported data by using a user friendly collection vehicle. The CAED software uses embedded code-sets for HS coding, province, country, currency, unit of measure and port fields.
- To improve the completeness of reported data.
- To provide exporters with a variety of transmission options which will enable exporters to submit their export declarations to the Federal government in a convenient and timely manner.

GETTING STARTED

The User Guide presents and explains the basic steps in using the CAED software, as well as the steps required to complete the Export Declaration Form.

Loading the Software

The Canadian Automated Export Declaration software has been developed for use with Windows 98/2000/ME, Windows NT 4.0 and Windows XP.

Minimum System Requirements

- Personal Computer, Pentium 90 MHz or better
- 24 MB of RAM (32 recommended)

- CD ROM Drive
- 65 MB to install, 15MB to run
- VGA monitor or better

Installation Procedure

- Decide whether the software will be installed as a stand-alone or multi-user (LAN).
- For detailed installation instructions, please refer to the separate *Canadian Automated Export Declaration (CAED) 2005 Installation Guide*.

How To Get Help With The Software

As you use the CAED software, you can access on screen Help by clicking the **Help** drop down menu from the toolbar, or you can call the CAED Help Desk, toll free at 1-800-257-2434 or locally at 1-613-951-6291 (Monday to Friday, 0730 - 1700 EST).

When reaching the CAED Help Desk, you will be asked "**How can I direct your call?**". Please indicate one of the following options to the receptionist:

1. Software question or problem
2. License or Authorization request
3. HS-08 coding help
4. Other information (i.e. how to get a Business Number)

Your call will then be transferred to the appropriate Information officer.

PART II

HOW TO CREATE AN EXPORT DECLARATON

The first time you access the software; you will be prompted for a **License** Number. Simply call 1-800-257-2434 and one will be provided. It is highly recommended that you complete a TEST B13A with a Statistics Canada agent at this time.

1.   To open the software, click **Start, Program**, **CAED** Icon, then click the **CAED 2005** Icon;
2.   When the banner screen appears, select the language of your choice – either English or French
3.   Select **Continue**;
4.   At the main Application Screen Select **File**;
5.   Select **New**.

New will allow the creation of a new form.

Open will allow access to a previously created form.

GENERAL FEATURES

The CAED Export Declaration is almost identical to its paper B13A counterpart. The electronic version has broken the B13A into the following 7 Form Sections and each section can be accessed by clicking on the corresponding radio button:

○ Canadian Exporter   ○ Commodity
○ Consignee   ○ Other Export Details
○ Service Provider   ○ Customs Details
○ Certifier

Each of these sections are controlled by five function buttons which are found at the top of each screen:

Memorize

The **Memorize** function allows the user to save frequently used sections to a directory. Memorizing data will reduce the time required for data entry and lowers the risk of possible typing errors.

The user can develop memorized lists in the Canadian Exporter, Consignee, Service Provider, Certifier, and Commodity sections of the application.

Once a section is complete, click on **Memorize** to save the data to a Memorized List. The saved information will then become accessible by the drop down arrows to the right of the **Name** fields when completing subsequent declarations.

Save as Default

Like the **Memorize** function, the **Save as Default** function adds completed sections to a memorized drop down list. Every time the radio button for that section is accessed, the default information will be automatically displayed.

Save Section

Each of the seven sections must be validated prior to completion. As each section is completed, validate the information on the screen by clicking the **Save Section** function. If all mandatory fields are complete, a green check mark will appear beside the corresponding radio button. Once all 7 radio buttons have been validated and 7 green check marks appear beside the corresponding radio buttons, the bottom Status Bar will be updated to indicate the form is **Complete** and that the declaration can be sent directly to the Government of Canada via the Internet.

Clear

This feature enables the user to clear the screen. Click on **Clear** to remove data from all fields displayed on the screen.

Edit

This feature enables the user to edit a form that has been completed but has not been sent. A form must be edited by only one user if used on a LAN version.

Create a new Template

This option allows the user to use a previously completed export declaration form as a template for new export declarations. This time saving option allows the user to name declarations in a fashion easily recognizable or identifiable to the user. This feature may be of particular interest to exporters who frequently export one product to the same destination. (See part III for more details).

Amend Sent Form

CAED 2005 offers an electronic amendment feature. This feature allows the user to make changes to and resend export declarations previously submitted by the CAED application. (See Part III for more details).

Electronic Void

This feature allows the user to void and resend previously sent CAED export declarations. (See Part III for more details).

OTHER FEATURES

The CAED application contains time saving features.

- Partly entered forms can be saved as **Incomplete** and re-opened and completed at a later date.

- The entire HS8 database is embedded in the software. The database enables the user to engage in a keyword search that can be accessed through the commodity section.

- Drop down menus exist for **Country**, **Province**, **Currency**, Customs **Port of Exit**, **Place of Report**, and **Unit of Measure** (when required).

- Incomplete forms can be printed, but **only completed forms can be transmitted**. Incomplete forms will have the **Draft** box checked at the top of the form.

- Printing and Reporting can be done individually, by form or with multiple forms.

- Relevant address and reference information are printed on each form. The application is programmed to print a complete form that resembles the B13A (04) form in appearance.

- When entering data in the postal code or phone number fields, brackets and spaces are not required. These are entered automatically by the application.

- Where applicable, fields are automatically converted to upper case such as the capital letters in a postal code.

EXPORT DECLARATION DOCUMENT

<<EXPORTER>> FORM SECTION

The **Exporter** form is the first section of the Export Declaration (B13A) document you will see. This section contains information about the Exporter. In this context, an Exporter is defined as an entity that shows ownership of goods being shipped from Canada. Goods destined for US consumption do not require a B13A.

The information displayed in the Exporter usually remains constant. Therefore, once this information is entered, **Memorize** the data and/or **Save as Default**.

Type in the required information and press the **Tab** key on your keyboard to move to the next text box. Continue to fill out all the text boxes.
Exporter Text Boxes

Exporter Reference Number(s):	Key in the reference number the Exporter can use to track the shipment in the users legacy system (i.e. an invoice number or a purchase order number). This field is not mandatory but is instead meant for the exporter's personal use.

Business Number: Enter the federal government assigned Business Number (BN), including the six-digit RM account identifier, of the person or company that exports the goods or causes them to be exported. Note: Administrative Monetary Penalty System penalties will be assessed against the company whose BN appears on the form. To request a BN, visit the Canada Revenue Agency Web site at www.cra-arc.gc.ca/tax/business/topics/bn/menu-e.html or call 1-800-959-5525. Exporters outside of North America can visit the CRA International Tax Services Office Web site at www.cra-arc.gc.ca/contact/tso/international-e.html.

Exporter Name: Type in the name of the Exporter or use the drop down arrow to access previously memorized names.

Street and No.:   Type in the street address of the Exporter.

City: Type in the name of the city corresponding to the above address.

Province/State: Type in the first letter of the Province/State or use the drop down arrow to select the correct Province or U.S. state.

Country: Type in the first letter of the Country or use the drop down arrow to select the correct Country.

Postal/zip Code: Type in the postal/zip code for the corresponding address without spaces.

Authorization ID: Type in your Statistics Canada assigned Authorization ID.

Phone: Type in the Exporter's phone number.

Extension: Type in the Exporter's extension number, if applicable

Fax: Type in the Exporter's fax number.

Once all the relevant information has been entered in the Canadian Exporter section, you can click the **Memorize** or **Save as Default** button to add the information to the drop down lists. Once the pertinent information has been added, you may then save the section using the **Save Section** button. Once the section is saved, click on the <<Consignee>> radio button to continue.

<<CONSIGNEE>> FORM SECTION

The second section of the Canadian Export Declaration form refers to the ultimate Consignee or, if not available, the Foreign non-US Importer.

Type in the information required and press the **Tab** key on your keyboard to move to the next text box. Continue to fill out all the text boxes.

Consignee Text Boxes

Consignee Name:	Type in the name of the Consignee or use the drop down arrow to access memorized names.
Street and No.:	Type in the street address of the Consignee.
City:	Type in the city corresponding to the above address.
Province/state:	Type in the name of the province/state corresponding to the above address.
Country:	Type in the first letter of the country or use the drop down arrow to select the correct country.

Once all the relevant information has been entered in the Consignee section, you can click the **Memorize** or **Save as Default** button and then save the section using the **Save Section** button. Once the section is saved, click on the <<Service Provider>> radio button to continue.

<<SERVICE PROVIDER>> FORM SECTION

The third part of the Canadian Export Declaration form refers to the service provider who fills out and submits the B13 on behalf of his clients much like a broker or freight forwarder.

If you do not use a service provider, click the **Save Section** button.

Otherwise, type in the information required and press the **Tab** key on your keyboard to move to the next text box. Continue to fill out all the text boxes.

Service Provider Text Boxes

   Service Provider Name: Type in the company name of the service provider completing the form or use the drop down arrow to access memorized names.

   Street and no: Type in the street address of the service provider completing the form.

   City: Type in the city corresponding to the above address.

   Country: Type in the first letter or use the drop down arrow to

select the country.

Province/state: Type in the first letter or use the drop down arrow to select the province/state.

Postal/zip code: Type in the postal/zip code for the corresponding address.

Service provider auth. id: If you are a broker, agent or freight forwarder type in your Statistics Canada assigned service provider authorization ID.

Phone: Type in the phone number.

Extension: Type in the extension number, if applicable

<<CERTIFIER>> FORM SECTION

The fourth part of the Canadian Export Declaration form refers to the person who completes the B13A form and certifies that the information contained in this form is accurate and complete.

Type in the information required and press the **Tab** key on your keyboard to move to the next text box. Continue to fill out all the text boxes.

Certifier Text Boxes

Certifier Name:	Type in the name of the person who completed the B13A form and certifies that the information is accurate and complete, or use the drop down arrow to access memorized names.
Certifier Company Name:	Type in the name of the certifier company.
Street and No.:	Type in the street address of the person who certifies that the information in the form is true and complete.
City:	Type in the city corresponding to the above address.

Province/state: Type in the first letter or use the drop down arrow to select the province/state.

Country: Type in the first letter or use the drop down arrow to select the country.

Postal/zip Code: Type in the postal/zip code for the corresponding address.

Phone: Type in the phone number.

Extension: Type in the extension number, if applicable

Fax: Type in the fax number.

Once all the relevant information has been entered in the Certifier section, you can then use the **Memorize** or **Save as Default** button and then **Save the Section**. Once the section is saved, click on the <<Commodity>> radio button to continue.

<<COMMODITY>> FORM SECTION

The fifth part of the Canadian Export Declaration form refers to the goods being exported. The main **Commodity** screen requests information specific to a shipment. There are several sub screens that allow for input and/or modification of each commodity item or description.

You may create your own Memorized Commodity List for commodities that are frequently used. This memorized list can be edited to add or delete items.
Each commodity item has a separate Harmonized System (HS) Commodity Code and must be completed on a separate line.

1.   Click on **Commodity** in the **Form Section** of the screen.

2.   Click on the **Add New Line** button and the **Harmonized System – HS Commodity Code Search** screen will be displayed.

Harmonized System - HS Commodity Code Search

Search:
- ○ Memorized list
- ● HS8 Database

[Search now]

Search by:
- ● Harmonized System (HS) Code   [8471. .]
- ○ English description

☐ Whole words
☑ All inclusive (and)

Number of records listed: 9

HS code	UOM	Description
8471.10.00	N/A	Analogue or hybrid automatic data processing machines
8471.30.00	N/A	Portable digital auto data process mach <=10 kg w CPU, keyboard, & display
8471.41.00	N/A	Other digital auto data process machines, o/t portable of HS 8471.30
8471.49.00	N/A	Other digital automatic data processing mach, presented in the form of systems
8471.50.00	N/A	Digital process units o/t 8471.41/49,w/n cntg in same hsng storage/input/outpu
8471.60.00	NMB	Input or output units, w/n containing storage units in the same housing
8471.70.00	NMB	Storage units

[OK]   [Cancel]   [Help]

3.   The user may search the entire HS Commodity database or search user memorized commodity lists.

4.   The search may be done either by all or part of the HS Commodity code or by the English description of the commodity. More than one key word can be used by entering a space between the words.

Harmonized System - HS Commodity Code Search

Search:
○ Memorized list
● HS8 Database

Search by:
○ Harmonized System (HS) Code
● English description   PROCESSIN DATA

☐ Whole words
☑ All inclusive (and)

[Search now]

Number of records listed: 5

HS code	UOM	Description
8471.10.00	N/A	Analogue or hybrid automatic data processing machines
8471.49.00	N/A	Other digital automatic data processing mach, presented in the form of systems
8471.80.00	N/A	Other units for automatic data processing machines
8471.90.00	N/A	Other data processing machines, nes
8473.30.00	N/A	Parts and accessories of automatic data processing machines & units thereof

[OK]   [Cancel]   [Help]

5.   Click on **Search Now**. Select the required commodity from the list and click **OK**. The **Add Commodity** screen will then be displayed. The list of HS Codes used by Statistics Canada to gather data for statistical purposes is approximately 6,400 items. However, since Canada Border Services Agency requires a more detailed description of many of the exported goods, exporters must describe the commodity in their own words.

Add Commodity

Harmonized System

HS commodity code: `8471.10.00`   [Go to search screen]

Meta description: `Analogue or hybrid automatic data processing machines`

Your description: `Personal Computers (PCs)`

[Memorize]

Conveyance ID Number: [   ]

Others

Quantity: `33`   Unit of measure: `NMB Number`   Value FOB point of exit: `16,500`

Origin

Country: `Canada`   Province: `Ontario`

[OK]   [Cancel]   [Help]

6.   Revise the commodity description as required. This modified description can be used for the current form and may be memorized and used again as required. The description will remain in the language entered.

7.   If applicable, enter the **Conveyance ID Number**. If the good being exported from Canada is a conveyance, enter the vehicle identification number (VIN), the hull identification number (HIN) or the serial number of the conveyance. Conveyances for export include vehicles, motorcycles, all terrain vehicles, boats, etc. This does not include the identification number of the transport vehicle used to export the conveyance.

8.   Enter the **Quantity** of the commodity identified above. Please note the **Quantity** field directly correlates to the **Unit Of Measure** field. For example, a unit of measure in KGM will require the quantity in KGMs.

9.   If the **Unit Of Measure** field is empty, select a unit of measure from the drop down menu.

10.   Enter the **value** of the commodity identified. **Please note that the value does not include insurance costs, but should include domestic freight charges to the Canadian point of exit**

11. Enter **Country of Origin** of goods and the Canadian **Province of Origin** of the goods by using the drop down menu. All goods exported must have a Canadian province of origin.

12. Select **OK** to add this commodity line and return to the main **Commodity** screen.

13. The updated **Commodity** screen will be displayed showing the entered data.

14. If more than one commodity is being exported within the same shipment, please repeat steps 2-12 for each separate commodity.

15. Complete the **Commodity** section by entering the domestic **Freight Charges** to Canadian point of exit, **Gross weight**, **Unit of Weight** of the shipment, and the **Currency of the declared value**.

16. Once all the relevant information has been entered in the **Commodity** section, click the **Save Section** button to validate the screen. Once the section is saved, click on the **Other export details** radio button to continue.

<<OTHER EXPORT DETAILS>> FORM SECTION

The sixth part of the Export Declaration form refers to additional information regarding the goods being exported.

Using the mouse, select the **Mode of Transport** and press the **Tab** key on your keyboard to move to the next text box. Continue to fill out all the text boxes.

Other Export Details Text Boxes

Mode of Transport:	Click on the check box to select the mode of transport by which the goods left the country. Goods travelling by truck to an American port of exit for shipment overseas are exported by road. Mode of Transportation corresponds to the method of transportation used to exit Canada.
Are Goods Sold?:	Click on the check box to select **Yes** or **No**. If NO is selected the reason for export field will be activated.
If No- Reason For Export:	Use the drop down arrow to select the reason for export.

Containers: Click on the check box to indicate whether the goods are containerized. If Yes, the Container Number(s) box will be activated.

Container Number(s): Type in the container number. If more space is required for multiple container numbers, select **More**. If you know that the shipment will be containerized, but at the time of B13A preparation, the numbers are unavailable, please select **TBD** (To Be Determined).

Exporting Carrier Name: Type in the name that identifies the exporting carrier (see Help file.

Transportation Document Number: Key the transportation document number pertaining to the goods exported.

Vessel Name (if Marine): This field will be activated if the mode of transport being used to export the goods out of Canada is marine. Please provide the vessel name.

Once all the relevant information has been entered in the **Other Export Details** section, click on the **Save section** button to validate the screen. Once validated, click on the **Customs details** radio button to continue.

<<CUSTOMS DETAILS>> FORM SECTION

The seventh and last part of the Export Declaration form refers to information required by Customs which pertains to the shipment being exported. Key the information required and press the **Tab** key on your keyboard to move to the next text box. Continue to fill out all the text boxes.

Customs Details Text Boxes

Are the Goods Controlled?	Click on the check box to indicate whether the goods are controlled. If the goods are controlled, the **Export permit number(s)** box will be activated.
Export permit Number(s):	State the permit, license or certificate number for goods and technologies subject to export controls. This includes goods and technologies covered under General Export Permits (GEP). To enter multiple permit numbers, select **More**.
Packages:	Key the **Number** and **Kind** of packages used in the specified shipment. (For example, 4

boxes/pallets/skids/crates).

Customs Office Of Exit:	Select the **Province** where the goods will leave the country, and then select the appropriate **Port of exit** that is valid for the selected province.
Place of Report:	Select the **Province** and **Reporting Office** closest to where the goods are loaded unto the conveyance for export, and can be inspected before beginning their continuous movement from Canada.
Country of Final Destination:	Select the country of final destination from the drop down list. This is the country where the goods being exported are to be consumed, further processed or manufactured.
Date of Exportation:	Select the year, month, and day the goods are to be exported.

PRINTING & SENDING PROCEDURES

Once the form(s) is (are) complete (a green check mark must appear beside each form section), you should perform the following functions:

- Send the form(s) electronically to STC and CBSA using the embedded encryption and transmission protocols.

In addition to the sent document, controlled, regulated and/or prohibited goods must have a hard copy B13A attached to the shipment for submission to Canada Customs, regardless of value or destination.

Form Print

From **File**, select **Print**. The **Print** sub screen will be displayed.

- The drop down list contains a list of each month of the current year during which forms were entered.

- Select the required year/month from the drop down list. All forms entered that month will be displayed in the bottom section of the screen along with their status: complete, incomplete, amended or void. If a form is currently open it will be highlighted on the list.

- Click **Print Transmission Report** to print a transmission report for the selected month.

- Select the form you wish to print from the displayed list.

- To select individual forms in any order, hold down the Control button and click on the first form. Continue to hold down the Control button and click on the individual form selections.

- Click **Print**.

- A form with a status of incomplete will have the **Draft** box checked at the top of the form.

- A form with a status of complete will have the **Original** box checked at the top of the form.

- A form with a void status will have the **Void** box checked at the top of the form.

- A form with an amended status will have the **Amended** box checked at the top of the form.

- The time and date printed below the **Amended** box refers to the time at which the form acquired its status or when its status changes (i.e. from Original to Amended).

Form Send

From the **File** menu, select **Send**. The **Send** sub screen will be displayed. If no form is currently open, the **Month** field will display the current year and the month during which the last form was completed.

The drop down list contains a listing, by month, during which forms were entered and completed. **NOTE: Incomplete forms cannot be sent.**

- Select the required month from the drop down list. All completed forms entered that month will be displayed in the bottom section of the screen. If a form is currently open, it will be highlighted on the list.

- Select a form from the displayed list and then select **Send**.

- To select individual forms in any order, hold down the Control button and click on the first form. Continue to hold down the Control button and click on the individual form selections. Select **Send**.

- A yellow progress bar will appear on screen indicating that the CAED software is reformatting and encrypting the selected export declaration(s). When the process is complete, the **Internet Form Transfer** screen will appear (see below).

- In order to send a form, one of the four displayed transmission protocols (SD-FTP, IP-Works FTP, Internet E-mail, Local Email) must first be selected. To select a protocol, click the corresponding radio button. The transfer protocol of choice is **SD-FTP**.

- From the same screen, click the **Options** button. The **Protocol Options** screen will appear containing 5 tabs: Tab1: **IP-Works FTP**, Tab2: **STC – FTP parameters**, Tab3: **CBSA –FTP parameters**, Tab4: **Internet E-mail**, Tab5: **Local E-mail**.(see next pages)

- If FTP was selected from the **Internet Form Transfer** screen, Tabs 1, 2, and 3 must be completed prior to attempting to send a form. (see next pages)

- If selecting either of the two E-mail protocols (Internet E-mail or Local E-mail) tabs 4 or 5 must be completed prior to attempting to send a form. (see next pages)

- Once the appropriate tabs are completed click the **Transfer** button to send a form.

- Once a form has been sent, click the **Save Log** button to save your transmission report for future reference. (see **Internet Form Transfer** screen below)

TRANSMISSION CONFIGURATION

Once the document is ready to be sent, you must configure the transmission. Once the **Internet Form Transfer** screen appears, select the **Options** button and the **Protocol Options** screen will be displayed).
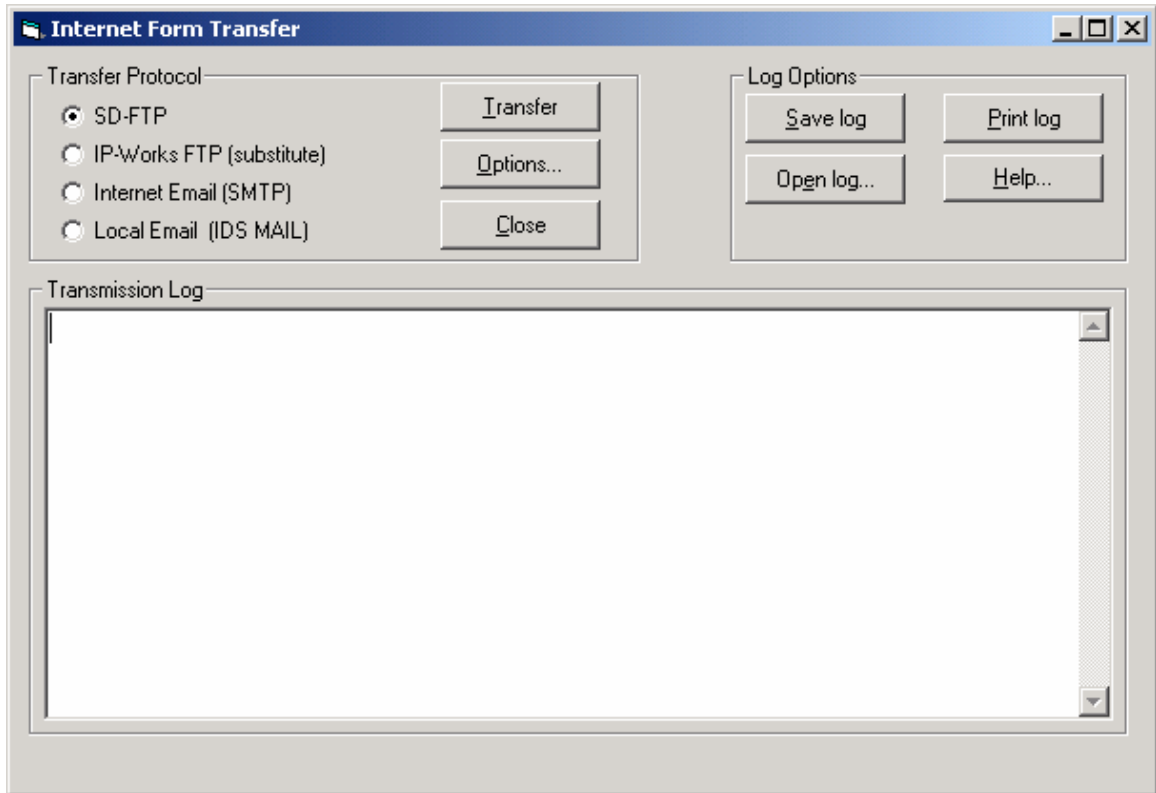
Tab 1 - IP_Works FTP

If you decide to select the FTP transmission protocol, the parameters in tab #2 **STC - FTP Parameters** and tab #3 **CBSA - FTP Parameters** also have to be configured.
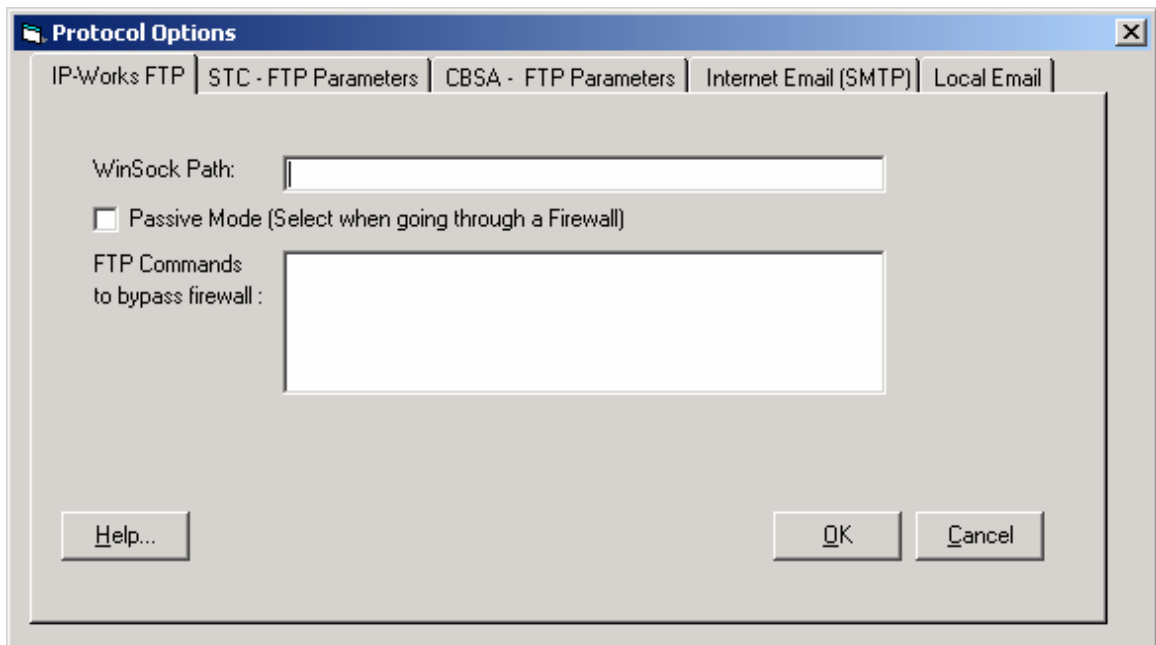
Winsock Path	• The Winsock Path property shows the path to the Winsock library used. (Winsock.dll, Wsock32.DLL or Wsc2_32.dll).
	• You may leave this field blank if Winsock is installed in the default location on your PC.
	• If the host system has more than one Winsock library or the Winsock library is not in the PATH, then the Winsock Path property can be set to the full path of the desired Winsock library.
	• Winsock is a software that is used by FTP and SMTP to transmit data.
Passive Mode	• Select this check box if a firewall is installed on your server.
	• Normally, the data connection occurs from the government's server to your company's server. If a firewall exists, the connection will be blocked by your company's server. The FTP-Data connections will be initiated the opposite way from what is normal by opening the connection from your company to the government's server. Use passive mode to overcome this problem.
FTP Commands	• This field is normally empty. However, it may be used to send additional FTP commands directly to the government's server. If you have a firewall, please try to use the passive mode before entering commands in this field.
	• Verify with your network administrator which commands you should use to bypass your firewall.

Tab 2 – STC - FTP Parameters

Host Name	The domain name or IP address of the Statistics Canada FTP server. This is the server where you will be sending the files. Click the **STC Server** button to set this field.
User ID	The user id to login to the Statistics Canada FTP Server. The **STC Server** button sets this field
Password	The password used to login to the Statistics Canada FTP Server. The **STC Server** button sets this field.
Remote Path	The access path on the FTP server. The **STC Server** button sets this field.
STC Server Button	Resets the above fields to the correct values to login to the STC server.

Tab 3 –CBSA - FTP Parameters

Host Name	The domain name or IP address of the Canada Border Services Agency FTP server. This is the server where you will be sending the files. Click the **CBSA Server** button to set this field.
User ID	The user id to login to the Canada Border Services Agency - FTP Server. The **CBSA Server** button sets this field
Password	The password used to login to the Canada Border Services Agency. The **CBSA Server** button sets this field.
Remote Path	Access path on the FTP server. The **CBSA Server** button sets this field.
CBSA Server Button	Resets the above fields to the correct values to login to the CBSA server.

Tab 4 - Internet Email (SMTP)

Winsock Path	See TAB 1
Host Name	The name or address of your mail server (mail relay). This is the name of your SMTP server that you use to send email.
	The Host Name specifies the IP address (IP number in dotted internet format) or Domain Name for a mail relay through which messages will be routed.
Destination STC	An email address for data transmitted to STC.
	Typically, caed3@statcan.ca
Destination CBSA	An email address for data transmitted to CBSA.
	Typically, caed@cgp.ccra-adrc.gc.ca
From Name	The email address of the sender (required).
	The From Name property is used to create a From SMTP header. This header identifies the sender of the message. A valid email address is required.

Original Button	Resets all destination fields to the default. Note: you must fill in a proper Host Name and From Name after clicking this button.
Use Attachment Box	Selecting this checkbox configures email to send data as an attachment rather than inside the body of the message. **DO NOT USE THIS OPTION unless instructed to do so by the application support helpline.**

Tab 5 – Local Email

| **Local Mail System** | The Local Mail System property is used to specify the underlying type of system that computer uses to send email, i.e. Microsoft Outlook, Lotus Notes, etc. If not specified, the **Local Mail System** will be undetermined.   Click on each of the radio buttons to see if your system has any of the options |

Compatible Mail System:
- **MAPI**: Exchange, GroupWise, Microsoft Mail, Outlook,   RUMBA Mail
- **SMTP/POP**: Email Connection, Emissary, Eudora, Microsoft Internet Mail, Netscape Mail, Outlook, Pegasus, Pronto, Spry Mail, Z-Mail
- **VIM**: cc:Mail, Lotus Notes

Post Office   The Post Office property refers to the user's mail server and is only required by VIM (cc:mail) and Internet mail (SMTP/POP).

For VIM, the Post Office is only required for cc:Mail. The path to the post office should be used instead of the post office name. For Lotus Notes, the Post Office property is not required but will be used if specified.

On Internet mail send (SMTP), the Post Office

property is also used to designate the SMTP server. This is the same as the Host Name property in Tab 3 - Internet Mail.

Login Name	When it is necessary to logon to the underlying mail system, the Login Name property used is the account name/user ID. If not provided, the application will provide a prompt (when required). When interfacing to Microsoft Exchange, this property may also be used to set the profile name.
Password	Specifies the mail login password. Login occurs automatically, when the first mail message is sent.
SMTP Port	This refers to the Internet server port that is designated for SMTP mail service. Conventionally, port 25 is used for SMTP mail, which is the default value of the property.
Your Email Address	The email address of the sender (required).
Send To STC	Set this field to caed3@statcan.ca. This is the recipient of the CAED mail messages. If you leave this field blank, an error will occur when the message is sent. You may have to create an alias in your mail application. If so, you must set-up both the alias name and the address to caed3@statcan.ca.
Send To CBSA	Set this field to caed@cgp.ccra-adrc.gc.ca. This is the recipient of the CAED mail messages. If you leave this field blank, an error will occur when the message is sent. You may have to create an alias in your mail application. If so, you must set-up both the alias name and the address to caed@cgp.ccra-adrc.gc.ca.
Use Attachment Box	Selecting this checkbox configures email to send data as an attachment rather than inside the body of the message. **DO NOT USE THIS OPTION unless instructed to do so by the application support helpline.**

PART III

The proceeding section outlines in detail, the following features of the software:

- Create a new Template
- New From Template,
- Void Sent Form
- Void Unsent Form
- Unvoid
- Amend sent Form
- Memorized Lists

CREATE A NEW TEMPLATE

You may use this feature to create a template from any previously completed form.

- From **File**, select **Create a New Template**. This will bring you to the **Export Declaration-Create a Template** Screen. Select the declaration form to use as a template for a new export declaration, then click **OK**.

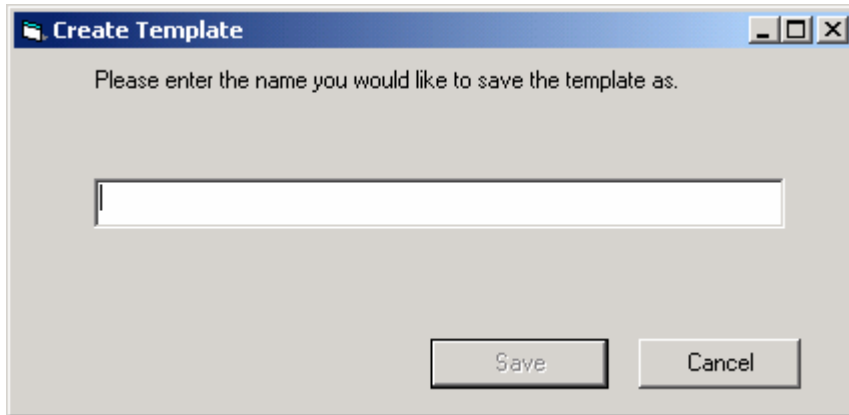- A screen will then appear prompting you to name the template. Type in an identifiable name either to the item being exported or the exporting company that the new export declaration refers to and press **Save**. You have now created a New Template.

- Repeat the process for additional templates.

- Click **CLOSE** to return to the main **Export Declaration** screen.

NEW FROM TEMPLATE

- From **File**, select **New from Template**. The screen that appears contains a list of all named declaration forms that the user has created as templates. Select the declaration form that you would like to use as a template, and then select **Open**.
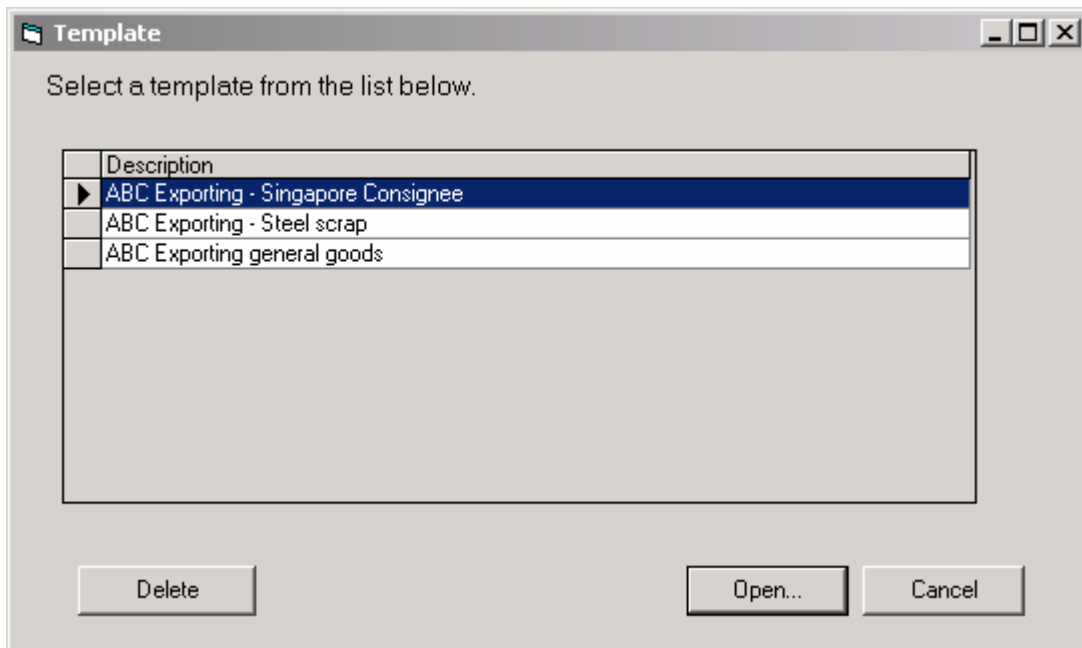

- The selected export declaration will open, allowing the user to make any necessary changes to the data. To make changes, select the appropriate section, make the necessary changes and press the **Save Section** key. Once all necessary changes to the export declaration have been completed and saved, the user may

send the new export declaration by following the transmission procedures. The new form, with a unique Form ID, will then be sent.

VOID -SENT FORM

To void an export declaration that has been previously sent, open the Form by selecting **Open** from the **File** menu. A screen will appear that lists all export declarations that the user has previously sent. Select the declaration from the list that you would like to void and click **OK**. Once the declaration appears, select **Void** from the **File** menu. Once void has been selected, a message will appear that states "**You must resend the form if you make it void. Do you really want to void this form?"**
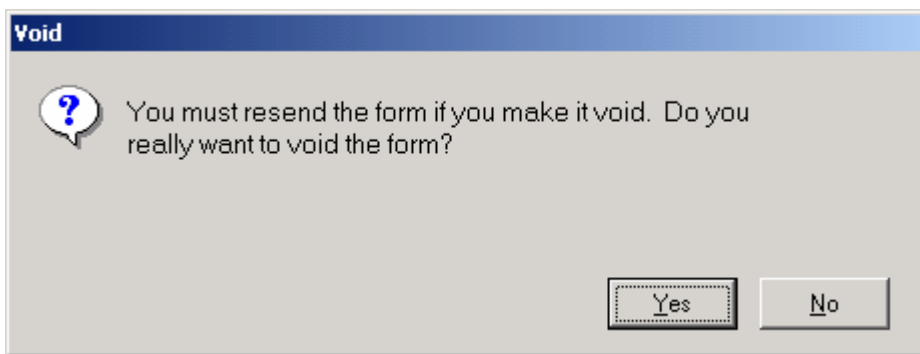
Select **Yes** and proceed with the normal send procedure. Once the voided export declaration has been sent, the date and time that the voided form was transmitted will appear inside the transmission date box.

VOID – UNSENT FORM

To void an export declaration that has **not been sent**, open the form by selecting **Open** from the **File** menu. Select the declaration and click **OK**. When the declaration appears, select **Void** from the **File** menu. A message will appear that states "Do you really want to void the form?" Select **YES. **Note: an uncompleted Export declaration that has been voided cannot be sent through CAED**.

UNVOID

To unvoid a previously void form, **open** the selected form and then Select **File**, then **Unvoid** from the File menu.

AMEND SENT FORM

Electronic amendments to completed export declarations can be submitted by use of the CAED software. To amend a previously sent document, Select **Amend Sent Form** from the **File** menu. A screen will appear which lists all export declarations that the user has previously sent using the CAED software. From the list, select the declaration that you would like to amend and click **Amend**. This will bring up the specified export declaration. Any necessary adjustments to the data can now be made by selecting the appropriate section and clicking **Amend** at the upper right of the screen. Make the necessary changes to each section's data and then click **Save Section**. Once all the necessary changes have been made, the amended export declaration can be resent by following the normal **Send** procedure.

To amend a completed form that has not been sent, open the declaration and choose the Edit option located at the upper right of the screen. Make the necessary alterations and Save the Section.

MEMORIZED LISTS

Five sections in CAED allow the user to memorize data for future use. They are the Canadian Exporter, Consignee, Service Provider, Certifier and Commodity sections.

- To amend or delete memorized data, select **Edit** then **Memorized Lists** and then select the section.

- The section selected will list all of the memorized data. Select the data to be deleted and click **Delete**.

- To amend data, select **Delete**, then re-memorize the correct data when completed.
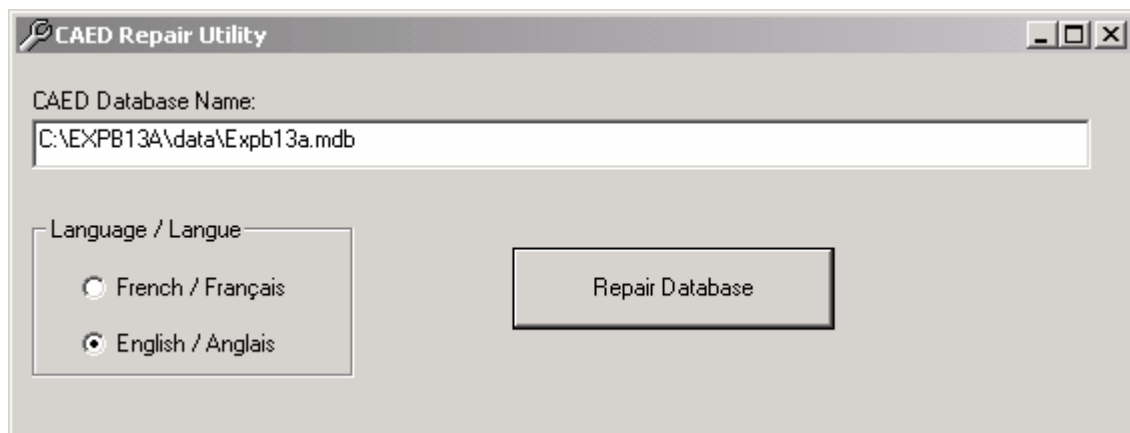
PART IV

Other software features are also available to CAED clients.

CAED REPAIR FUNCTION

For the majority of cases, the CAED application will be able to detect if your database is damaged or corrupted. A tool has been built into CAED that will assist in the repair process of your database.

- Select **Start**, then **Program**.

- Click on the **CAED** Icon and then the **Repair** Icon.

- The **CAED Repair Utility** box appears.

- The CAED Database name and location appears by default.

- Select **Repair Database**.

- The information box will indicate when the process is complete. Select **OK**.
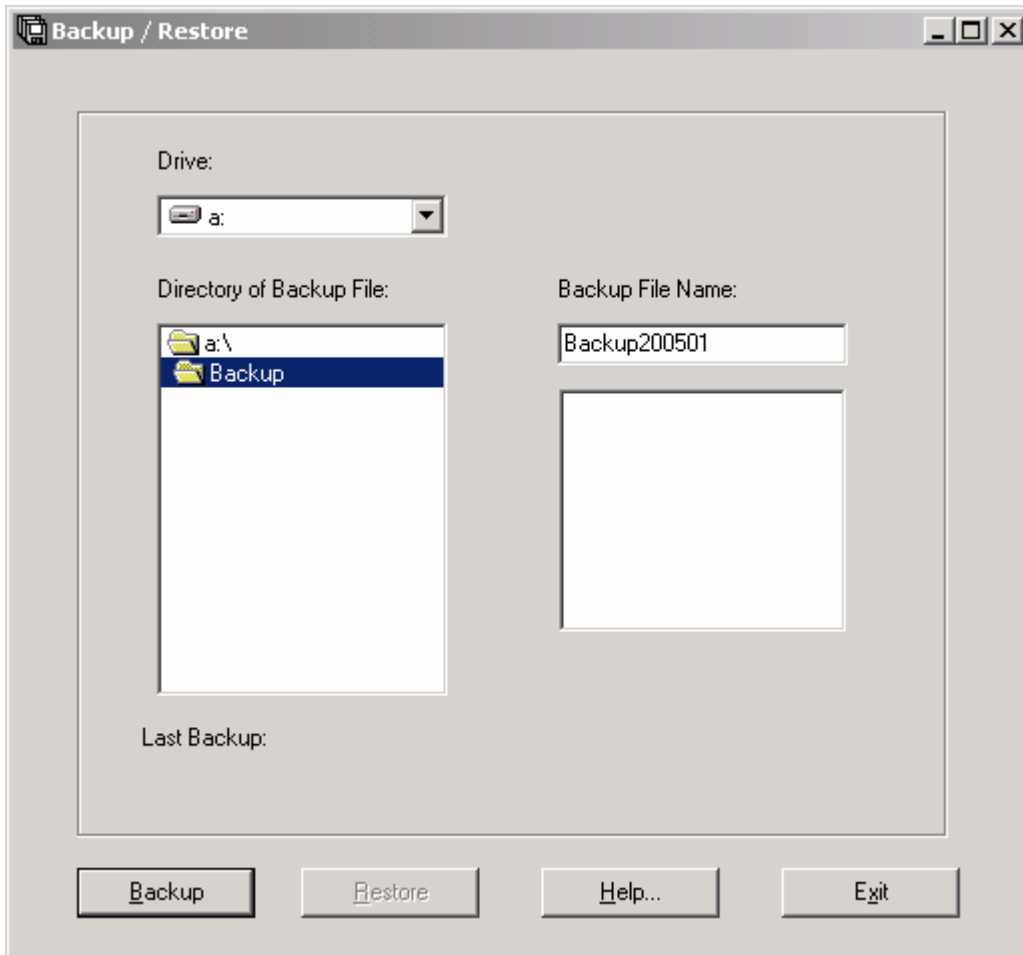
BACKUP PROCEDURE

It is necessary to backup the form database on a regular basis, regardless of whether your system is a stand-alone or multi-user.
All Exporters are required by Canada Border Services Agency to maintain an accurate record of all export documents.

To begin the Backup procedure:

- From the Main application screen, select **File**.

- Select **Backup/Restore**, The **Backup / Restore** sub-screen is displayed.

- Select the **Drive** and **Directory** for the Backup File and enter the **Backup File Name**.

- Click the **Backup** button to the selected drive.
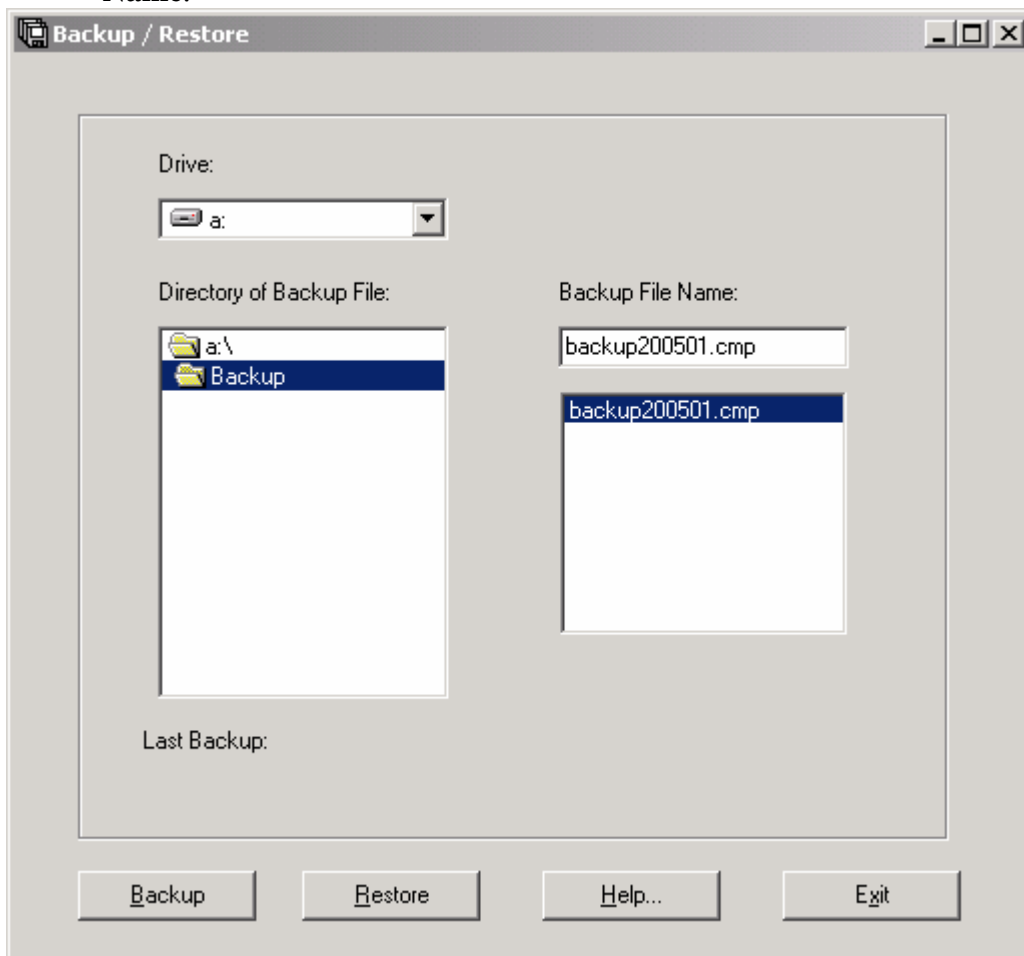- The message "**Backup Complete**" will appear.

Please note that the Back-up will override all previously saved data if the same file name is reused.

RESTORE PROCEDURE

If it is necessary to restore your database follow the following procedures. This feature will only be successful if a Backup is done on a regular basis.

To begin the **Restore** procedure:

- From the Main application screen, select **File**.

- Select **Backup / Restore**, the **Backup / Restore** sub-screen is displayed.

- Select the **Drive** and **Directory** of the Backup File and enter the **Backup File Name**.

- Click the **Restore** button.

- The message "**Restore completed! The application will now close. Please restart CAED to continue**." will appear.

- Click **OK**

PART V

UNITS OF MEASURE

As referenced from the Commodity Screen

Abbreviation	English Description
CTM	Carat
DPR	Dozen Pairs
DZN	Dozen
GBQ	Gigabecquerel
GRO	Gross
GRM	Gram
KGM	Kilogram
KNS	Kilogram of Named Substance
LPA	Litres of Pure alcohol
LTR	Litre
MBQ	Megabecquerel
MIL	Thousand
MTK	Square Metre
MTR	Metre
MTQ	Cubic Metre
MWH	Megawatt Hour
NAP	Pack
NMB	Number
PAR	Pair
SFA	Square Feet ¾" thick
SFE	Square Feet ⅛" thick
SFF	Square Feet ⅝" thick
SFH	Square Feet ½" thick
SFP	Square Feet 1" thick
SFQ	Square Feet ¼" thick
SFT	Square Feet ⅜" thick
TMQ	1000 Cubic Metre
TNE	Metric Tonne
TSD	Tonne Air Dry

PROBLEMS OR QUESTIONS

Customs Related Questions

For general information on exports refer to the D20-1-1 memorandum or contact:

Canada Border Services Agency
Export Process Division
191 Laurier Avenue West
Ottawa, ON K1A 0L5

Phone: (613) 954-7160
Fax: (613) 946-0241
Email: exports.CTAB@ccra-adrc.gc.ca

Other Customs related questions can be addressed, 24 hours a day to the Automated Customs Information Service (ACIS) toll free at 1-800-461-9999 for calls in English and 1-800-959-2036 for calls in French. You will have the opportunity to speak with a Customs agent if you select '0' once the list of menu items is read. Direct access to an agent is available from 08:00-16:00(Mon.-Fri.), local time.

WebSite: http://www.ccra-adrc.gc.ca

CAED Help Desk & Export Commodity Codes

For CAED software help and export commodity codes contact:

CAED Help Desk
Statistics Canada
International Trade Division,
9th Floor, Jean Talon Bldg.
Ottawa, ON K1A 0T6

Phone: (613) 951-6291 or 1-800-257-2434
Fax: (613) 951-6823 or 1-888-269-5305
Email: export@statcan.ca
WebSite: www.statcan.ca/english/exports
Hours of
Operation: 7:30 - 17:00 (Mon.-Fri.), EST