



# THE UNIVERSITY OF WINNIPEG

## **International Purchase Orders and Inbound Shipments**

Requisitioners are reminded that any International orders inbound into Canada are subject to added charges/fees that are not detailed on a vendor quotation or within a supplier's catalogue pricing.

These extra charges/fees could include any or all of the following:

- Currency exchange (calculated based on the current daily rate which will be added to the landed cost for Canadian currency conversion);
- Freight costs to either our Broker's warehouse in Pembina, North Dakota (if the vendor does not ship directly to Canada) or directly to the University of Winnipeg;
- Brokerage fees incurred from our Customs Broker to clear shipments on our behalf with CBSA (Canada Border Services Agency);
- GST on goods assessed by CBSA (normally included as part of our invoice from our Broker)
- Duties and excise taxes assessed by CBSA (normally included as part of our invoice from our Broker, where applicable)
- Self-assessed Manitoba PST (completed by Financial Services)

When submitting a Purchase Requisition to Purchasing Services, the requisitioner, by signing the requisition, agrees to any and/or all additional incurred charges/fees to be paid from the Award or Departmental account that is listed within the requisition.