**IF YOU ARE BUYING PRODUCT FROM THE USA AND YOU WANT US TO DO THE IMPORTING – PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

This service is provided to our organizations

**We do absolutely NO personal importing**

# WHY BUY DIRECTLY FROM THE ABC

If you want to order items that the ABC handles then they should be ordered from the ABC. Call the ABC first if you want to order something. The ABC will tell you if you should order it yourself directly. There are several reasons for this.

- The ABC handles products made by most of our publishers and many others. Because the ABC is a retail business it receives wholesale discounts. So not only can the ABC purchase it for less than the non-retailer the ABC makes a profit on it. The buyer pays the same, but the ABC makes a profit. Your price usually includes shipping to us, and any importing costs. You often end up paying less than if you order it direct.
- Since the ABC staff do most of the importing it is good if they are aware of what is coming even if it is not something that is being purchased through the ABC.
- If it is product that you should have ordered from the ABC then you will be charged for importing. This charge is a minimum of $20 but may be more if importing cost are greater.
- ABC staff will gladly let you know if it's likely to cost you less by ordering it directly rather than through the ABC. Remember, we're here to provide a service and we want to do that at the best price possible.

# WHY HAVE THE CONFERENC BORDER AGENT DO THE IMPORTING

- Importing requires somewhat specialized knowledge of the procedures. **Canada customs considers any products for churches or schools to be commercial products.** In most cases there is no duty involved but the products still must have proper paper work and must be entered as commercial products. This is not the same as a personal declaration that we all make when we bring personal product into Canada. There are special papers that must be filled in and usually this is done on a computer at the border entry point. You need special numbers and some knowledge of the system to do this correctly.

- The Conference values very highly the privilege of being able to import products without having to use a commercial broker. This saves the church substantial expense. If importing is done improperly or illegally not only are fines imposed but we can loose the privilege of doing our own importing. This could be very costly to our organization. – It is too bad that we have to say this but we have been fined and threats to remove our importing privilege have been made because some of our church members have done importing improperly, using our church name, without our knowledge or permission.

- Currently there are 3 individuals that have been trained to do this importing – Primary importers are Dan Wells and Dwayne Wilde. Karen Hemrich backs them up.

# WHAT WE NEED FROM YOU
# TO DO YOUR IMPORTING

If you are not able to buy your product for your Church or School though the ABC and we have suggested you order directly then here is what you should do

- Let the ABC know that you are ordering items and generally what they are.
- Notify those you order from that we must have:
  - **a proper invoice stating full address of sender**
  - **quantity and value of the item.**
  - **a clear indication of where the item is printed or made.**
- **This should be attached to the shipment but it would be good if a copy were faxed to the ABC. Fax 604-850-3271.**
- Have the items shipped to.

  "Your organizations name"
  C/O BC Conference SDA Church
  PO Box 1300
  446 Harrison Street #68
  Sumas WA 98295

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- Once an item is imported it is taken to the Conference mailroom.
  - Any charges imposed are invoiced to you by the Conference this may include.
    - Service charge for receiving at the storage facility.
    - GST charged at the border.
    - Duty charged at the border.
  - The parcel then is shipped to you by bus COLLECT.
  - If you wish to pick it up at the office or have it mailed you will need to notify Karen Hemrich at the Conference office. 604-853-5451 ext 503 or email: khemrich@bcadventist.ca

  (generally speaking the bus cost 2 – 3 times more than mail)

- Importing is usually done on Tuesday.
  - Exceptions do occur.
  - No importing is done on the following dates.
    - Around the end of February when staff is gone to annual meetings. One importing day is usually lost.
    - Importing days around Camp Meeting are lost. We usually do not import the two weeks before Campmeeting until 2 weeks after Campmeeting.
    - At the Christmas Holiday 2 or 3 importing days are lost.
  - Special trips to the border may be made for a fee of $40 per hour. **These special trips will only be made if staff is available.**

E-mail Dan if this information did not answer all your questions.
His address is dan@bcadventist.ca or you may call 604-859-2566.