



**A&A CUSTOMS BROKERS INC.**

#101, 120 176 St, Surrey, BC, V3Z 9Z2

P: 604.538.1042 | F: 604.538.3994

E: docs@aacb.com

# A&A Excel EDI Instructions



## Reducing your Total Cost of Customs

A&A is committed to reducing your total cost of customs. We do this by creating innovative solutions to simplify the customs process and reduce the amount of work you have to do for each shipment.

This Excel template helps you quickly create US Customs Invoices and transfer them to us for processing.

This template is compatible with Excel 2013 and later.

## Template Setup

### Step 1: Download the Excel File

Download our Excel template from: [EDI- Electronic Data Interchange](#)

### Step 2: Add Your Data

Don't re-enter your items or company names ever again! We've designed the template to have your data directly in it, making it very quick to create the final paperwork. The creation of actual shipments through simple pull-down menus.

The Excel template has 4 tabs:

- Canada Customs Invoice
- Companies
- Transportation
- Items

The **Companies** tab is used for any companies that are involved in your shipping process – consignees, ship to addresses and buyers. These can be exported from your accounting system, then copy/pasted into the tab.

The **Transportation** tab maintains a list of the carriers you use.

The **Items** tab stores a list of the line items for your shipment. This can be exported from the item master in your accounting system or ERP solution, then inserted into the spreadsheet. Please note that some columns are validated to match the US Customs requirements. The template can easily be updated later with information provided by our team, such as the HTS code.

The **US Customs Invoice** tab is where your shipment information is entered. If there's any information that is the same for each shipment, such as you're A&A account number and seller information, enter it here to default it for future shipments.



### Step 3: Converting to an Excel Template

Converting to an Excel Template will simplify the creation of your paperwork for each shipment.

Follow these steps:

1. Go to File, Save a Copy (or Save As)
2. Change the File Type to Excel Template (\*.xlst)
3. Change the folder to your template folder (or a shared template folder)
4. Press Save.

Now when you double-click the template or click New in Excel, you can select the A&A Excel Template.

## Completing a Canada Customs Invoice

### Step 1: Open a New CCI Worksheet

If you saved the template to your Excel templates folder, you will see AACB CCI Template in your template list when you create a new Excel file.

### Step 2: Save

Save your new Canada Customs Invoice for your records.

### Step 3: Send it to Us!

Simply email the spreadsheet to **docs@aacb.com** and we will take care of the rest.

## Your Feedback is Welcome!

We believe in continuously improving our processes and solutions. If you have issues, feedback or improvements for this solution, please contact us at [customerservice@aacb.com](mailto:customerservice@aacb.com)