



## Carrier's Guide

### To Complying with CBP Requirements for Advance Electronic Presentation of Truck Cargo Information

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#### **Background**

With the signing into law of the Trade Act of 2002, the requirement of Customs and Border Protection (CBP) to receive cargo manifest information prior to arrival in the United States was mandated. Final rules were published by CBP on December 5, 2003, outlining the specific information that would be required and timeframes for receipt.

On August 17, 2004, CBP published in the Federal Register a phased implementation schedule for advance electronic presentation of information for truck cargo. The first phase will include 40 ports of entry on the Northern and Southern US Borders with an effective date of November 15, 2004. The second phase includes 43 additional ports of entry with an effective date of December 15, 2004. The last phase for the remaining 16 land border ports of entry begins January 14, 2005. Customs has also defined the procedures that will apply to shipments for which BRASS (Line Release) privileges are currently granted, and In-bond shipments processed via CAFES.

Expeditors is providing this information to our Supplier, Importer and Carrier trade partners in an effort to make the transition into these new clearance procedures as smooth as possible and to keep the supply chain flowing. We have anticipated this action by CBP, and have developed, implemented and refined our processes and systems to meet the new requirement over the past several years. We invite you to contact our Truck AMS Implementation Manager, Susan Jagiela, with any questions or concerns you may have at (734) 857-5000.

#### **Impact on November 15<sup>th</sup>, 2004 – Are you ready?**

#### **BRASS (Line Release) Shipments**

Shipments currently approved for BRASS processing will be temporarily exempt from Advance Electronic Cargo Information requirements. From the Carrier perspective, BRASS shipments will continue to be processed in the same manner they are now, with the exception of two new Carrier-related rules:



### **Northern Border**

- *The truck carrier carrying the merchandise must utilize drivers who are registered under the Free and Secure Trade (FAST) program and carry a FAST Driver card. If your drivers do not possess FAST Driver cards, they will follow the process described below for Non-BRASS Shipments.*

### **Southern Border**

- *For processing along the southern border, the truck carrier participates in an approved industry partnership program, such as C-TPAT. If your company does not participate in an approved supply chain security program such as C-TPAT, your drivers may not carry shipments into the United States under BRASS procedures, and will follow the process described below for Non-BRASS Shipments.*

## **CAFES Shipments**

In-bond shipments (transiting from port of entry to a second US port for exportation or entry) processed via CAFES will be temporarily exempt from Advance Electronic Cargo Information requirements. If your company does not currently manage in-bond clearances via CAFES, Advance Electronic Presentation of Cargo Information will be necessary.

## **Non-BRASS (or CAFES) Shipments**

For transactions not subject to BRASS or CAFES, shipment data may be transmitted via one of two CBP approved interim EDI systems. The systems are PAPS (Pre-Arrival Processing System) and QP/WP (an ABI in-bond processing system).

## **Pre-Arrival Processing System (PAPS)**

Expeditors has implemented and is currently utilizing PAPS with many carriers to pre-clear border shipments. We are prepared to bring additional carriers, shippers and importers into this program immediately to avoid last minute conversion issues on November 15. Implementation and testing of PAPS procedures during the next few months while there is still a safety net in place will make the transition much less costly to carriers, shippers and importers.

## **Getting Started**

The PAPS process is very simple, and as long as all the parties involved do their part, will greatly reduce driver time spent at border crossings.

PAPS shipments require a unique barcode label, affixed to the Inward Cargo Manifest and the Commercial or Pro-Forma Invoice(s) for each shipment. The barcode consists of a U.S. Standard Carrier Alpha Code (SCAC) and Pro-Bill number. The bar-coded documents are then faxed ahead to the customs broker in the U.S. along with a PAPS Cover sheet that advises the broker of certain important details regarding the carriers identification and crossing information. The customs broker then transmits the advance electronic truck cargo data to CBP. When the driver arrives at the border, he presents his bar-coded documents to the inspector on the line, who scans the barcode, retrieves the shipment information and processes the release. Following are the steps you should take to begin taking advantage of PAPS:



1. Obtain your U.S. Standard Carrier Alpha Code (SCAC). This code is issued to the corporate entity, not to the individual truck driver. To obtain your code, contact the National Motor Freight Traffic Association (NMFTA) at (703) 838-1868.
2. Fax a copy of your NMFTA letter of notification with your assigned SCAC to:  
  
    Customs and Border Protection  
    Office of Applications Development  
    ATTN: Charles A. Bennett  
    (703) 921-7173
3. Create your PAPS barcode. You may develop your own barcode, or use a commercial printer. Barcode Label Design- SCAC, number and check digit should be continuous without spaces or dashes.
  - ❖ 2 7/8" wide by 1 1/4" high
  - ❖ SCAC and PRO must be less than 16 characters
  - ❖ Medium density code 3 of 9
4. Have your printed barcodes tested at a Customs port of entry. To ensure compatibility with Customs technology, have a sample barcode tested at the ports of entry where your drivers will cross. Do this PRIOR to using the barcodes on actual shipments. Use of a commercial printing company experienced in producing PAPS barcode labels may eliminate the need for this step.
5. Let your Customers know you are ready to roll! Review your Customs documentation procedures with your customers to determine who will be responsible for transmitting shipment information to Expeditors to process the advance electronic notification. Good communication with your customers regarding who is doing what will reduce problems when your drivers arrive at the border. Responsibility of the document transmission process can be retained by the shipper, or given to the carrier, as shown in the attached flowcharts.

CBP requires transmission of transaction data at least 60 minutes prior to arrival (30 minutes for FAST participants). To allow processing and transmission time, Expeditors must receive the shipment notification and documents at least two hours prior to arrival at the border crossing. The PAPS coversheet and shipment documents may be faxed by the shipper or the carrier. Your faxed documents will be automatically transferred into our imaging system for immediate processing.

Expeditors will provide shippers and carriers with PAPS cover sheets to place on top of the Customs document package given to the carrier. The cover sheet (see example below) instructs the truck driver of his responsibilities and serves as the fax cover sheet for the transmission of documents to our office for advance processing. The cover sheet also provides space for the driver to indicate which port of entry will be crossed and estimated time of arrival. The electronic transmission to Customs is port specific - if the driver crosses at a port other than the one indicated on the fax cover sheet, his shipment data will not be available to CBP, and he will be turned back. An electronic version of the PAPS coversheet that can be completed on-line and printed from your location is available on our website at [www.expeditors.com/services/USCanadaBorder.asp](http://www.expeditors.com/services/USCanadaBorder.asp).

The document package faxed to Expeditors should contain the following:

1. Completed PAPS cover sheet
2. Carrier's Inward Cargo Manifest with PAPS barcode affixed
3. All pages of the Commercial or Pro-forma Invoice(s) with PAPS barcode affixed to the first page
4. Packing List(s) (if available)
5. Other Government Agency (such as Food & Drug) forms, as required



### **Additional Policy Change Affecting Release**

CBP has issued a directive effective October 1, 2004 requiring all invoice lines be reported to obtain release, rather than the abbreviated data previously accepted for border cargo. Therefore, it is crucial that a complete set of documents be faxed in a timely manner.

### **Food & Drug Administration Requirements**

There are additional requirements for imports of FDA regulated food products. Advance electronic presentation of truck cargo information to CBP DOES NOT replace FDA Prior Notice transmission requirements. Food shippers and importers should contact their local Expeditors office with any questions related to FDA Prior Notice processes.



## PAPS FAX COVER and INSTRUCTION SHEET

To meet Customs and Border Protection's *Advance Electronic Presentation of Cargo Information* requirement, the Customs documentation concerning this shipment, including the *Inward Cargo Manifest and one copy of ALL Commercial or Pro-Forma Invoices and Packing Lists* must be faxed to our customs broker, Expeditors, at least two hours prior to arrival at the U.S. border crossing. Please complete this form in it's entirety to avoid delays or denied entry at your border crossing. Please call 734-857-5150 with any questions.

ö	Intended Border Crossing	Fax Documents to:
	Alexandria Bay, NY	315-482-4626
	Bangor, ME	207-941-0238
	Blaine, WA	360-332-4062
	Buffalo, NY	716-685-7873
	Calais, ME	207-454-8439
	Champlain, NY	518-298-7430
	Derby Line, VT	802-873-9113
	Detroit, MI	734-857-5153
	Eastport, ID	208-267-5448
	Grand Portage, MN	218-722-5124
	Highgate Springs, VT	802-466-8653

ö	Intended Border Crossing	Fax Documents to:
	Houlton, ME	207-532-9462
	Jackman, ME	207-668-4034
	Massena, NY	315-769-0204
	Niagara Falls, NY	716-685-7876
	Norton, VT	802-822-5204
	Ogdensburg, NY	315-393-1357
	Pembina, ND	701-825-6212
	Port Huron, MI	734-857-5163
	Portal, ND	701-926-4031
	Sault Ste Marie, MI	906-635-6125
	Sweetgrass, MT	406-335-2295

(Note: once you fax these documents, you CANNOT divert from arriving at the port listed. Arrival at a different port will result in refused entry. )

Carrier Name: \_\_\_\_\_

Carrier Contact Name: \_\_\_\_\_

Carrier Contact Phone Number: \_\_\_\_\_

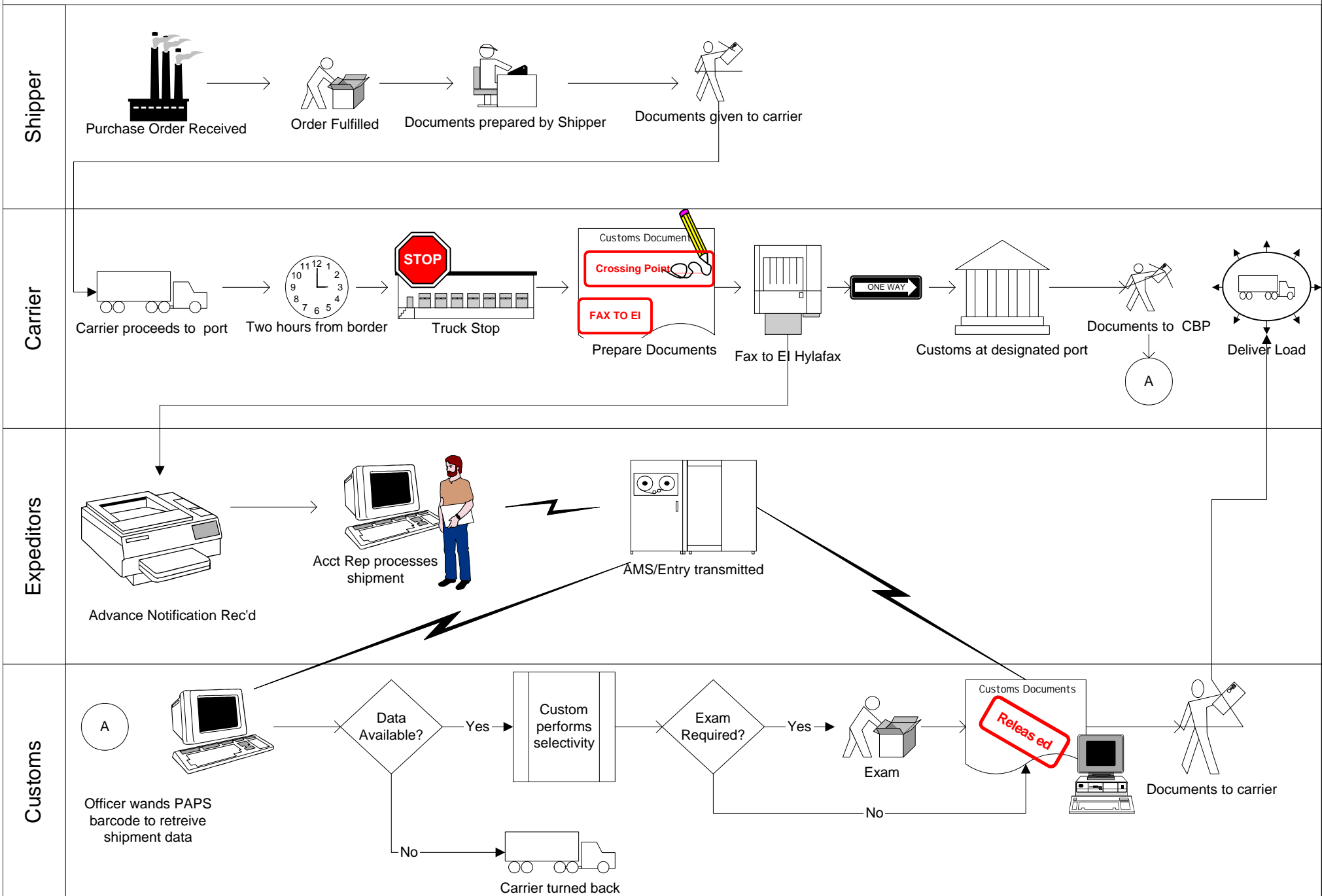
Driver's Name: \_\_\_\_\_ Trailer No: \_\_\_\_\_

Arrival date at border crossing: \_\_\_\_\_ ETA: \_\_\_\_\_

Number of pages faxed: \_\_\_\_\_ (Including cover sheet)

**IMPORTANT NOTE:** PAPS barcode label MUST be placed on Inward Cargo Manifest and first page of corresponding commercial/pro-forma invoice. ALL documents must be received in legible condition for processing to be completed.

# PAPS Release Process: Carrier Controls Document Transmission



# PAPS Release Process: Shipper Controls Document Transmission

