



## ARRIVAL NOTIFICATION COVER SHEET

### Email Instructions

1. Complete all fields in the Required Shipment Information section below as part of your attachment not as part of the email subject or body. Please note that Expeditors can only accept email attachments with a file extension of .pdf, .tif, .tiff.
2. Email the arrival notice, with attachment, to [arrivalnotification@expeditors.com](mailto:arrivalnotification@expeditors.com).

### Fax Instructions

1. Complete all fields in the Required Shipment Information section below.
2. Attach your PAPS barcode to both the Inward Cargo Manifest and first page of the Commercial Invoice.
3. Fax this cover sheet along with the Inward Cargo Manifest and the Commercial Invoice (all pages) at least 2 hours prior to your border arrival time.

### Track Shipments

Confirm\* entry has been certified by searching your SCN via [expo.expeditors.com/USNorthernBorder](http://expo.expeditors.com/USNorthernBorder) or by contacting our office.

Border Crossing	All Border Crossing Ports
Broker Filer Code	231
Fax	734-857-5153
Phone	734-857-5150

### Required Shipment Information:

Shipment control # (PAPS) \_\_\_\_\_

Border Crossing Location \_\_\_\_\_

Date and Time of Arrival at Border Crossing \_\_\_\_\_

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

Carrier Contact Phone # \_\_\_\_\_

Total number of pages (including coversheet) \_\_\_\_\_

\* Expeditors will NOT be responsible for driver waiting time due to carrier arrival prior to successful transmission.

*You'd be surprised how far we'll go for you.®*