



Coversheet

Fax / 1-877-724-0046

1-919-516-0744

Email / paps@rbiusa-cs.com

INSTRUCTIONS:

- Fax this coversheet and supporting Custom and Border Protection (CBP) clearance documents to the fax number listed above at least **3 HOURS** prior to your estimated border arrival time.
- Multiple shipments must include this coversheet as the separator.
- Shipments faxed with less than the 2-hour timeline or those with incomplete documentation or missing information may delay release by CBP and/or any other government agency involved with the shipment.
- Make sure that the coversheet is complete and the documents and information are legible.

To check status on PAPS and FDA Prior Notice shipments:

Our Filer code is : **EGS**

Log into: www.rbiusa-cs.com

If you do not have access to the web or if the shipment cannot be found, you can call one hour prior to your ETA at:
 1.514.494.2518 ext. 1 (customer service) from 8:30 am to 5:30 pm
 1.514.494.2518 ext. 3 for after hours and weekend.

PORT OF ENTRY

The shipment must arrive at the port indicated. Failure to do so may result in penalties, delayed or refused shipments, and additional costs.

- | | |
|--|---|
| <input type="checkbox"/> Alexandria Bay (70) | <input type="checkbox"/> Ogdensburg (74) |
| <input type="checkbox"/> Blaine (38) | <input type="checkbox"/> Oroville (AX) |
| <input type="checkbox"/> Champlain (71) | <input type="checkbox"/> Peace Bridge (61) |
| <input type="checkbox"/> Derby Line (79) | <input type="checkbox"/> Pembina (46) |
| <input type="checkbox"/> Detroit (01) | <input type="checkbox"/> Port Huron (26) |
| <input type="checkbox"/> Eastport (08) | <input type="checkbox"/> Portal (48) |
| <input type="checkbox"/> Grand Portage (AY) | <input type="checkbox"/> Roseau (18) |
| <input type="checkbox"/> Highgate Springs (77) | <input type="checkbox"/> S. Ste. Marie (20) |
| <input type="checkbox"/> Int'l Falls (97) | <input type="checkbox"/> Sumas (41) |
| <input type="checkbox"/> Lewiston (56) | <input type="checkbox"/> Sweetgrass (07) |
| <input type="checkbox"/> Massena (73) | <input type="checkbox"/> Trout River/
Chateaguay / Ft. |
| <input type="checkbox"/> Neche (AC) | <input type="checkbox"/> Covington (75) |
| <input type="checkbox"/> Norton (80) | |
| <input type="checkbox"/> Noyes (47) | |
| <input type="checkbox"/> Other _____ | |

REQUIRED INFORMATION

Number of pages (including coversheet):

Date of arrival:

Estimated time of arrival:

PAPS B/L# (including SCAC):

Carrier company name:

Carrier contact name:

Carrier phone#:

Shipper name:

Person to contact if there are problems with the fax:

Name:

Company:

Telephone #:

IMPORTANT NOTE: We must have the ability to reach the carrier 24/7 to obtain missing information or to notify in case problems prevent shipment processing. The carrier **MUST** confirm CBP acceptance of the shipment prior to arrival at the border. If the carrier does not comply with the Customs and Border Protection (CBP) requirements, waiting and/or IE charges, as well as penalties, may be assessed. These charges are **NOT** the responsibility of the broker. Please note that a PAPS barcode must be assigned to each separate commercial invoices.