



TRIP NUMBER:

TRUCK NUMBER:

PLATE NUMBER:

TRAILER NUMBER:

PLATE NUMBER:

DRIVER(S):

PAGE:

OF

LEAD SHEETS ONLY

PORT OF ENTRY:

ETA:

MM

DD

YYYY

HH:MM

CBSA PROOF OF REPORT

**CARGO CONTROL NUMBERS BELOW**

AFFIX PARS STICKER HERE

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## PROCEDURE FOR CANADIAN BOUND SHIPMENTS

1. Apply PARS to your customs paperwork:
  - Use one PARS sticker on your customs docs.
  - Use one on your ACI (Advanced Commercial Information) Lead Sheet
2. Fill out the ACI Lead Sheet with your name, truck & trailer numbers, port of entry and eta (use military time). Apply all PARS for the shipment(s) on your lead sheet. Confirm your trip number with the office and fill it in on your lead sheet. When filling in number of pages, count the lead sheet(s) only. **Do not include customs documents pages in count**
3. You must still use a customs document cover page when sending in your paperwork
4. The office must receive the customs docs. Your options are:
  - Transflo
  - Have customer email to [emanifest@paynetransportation.com](mailto:emanifest@paynetransportation.com)
  - Fax to 888-694-5810
  - All methods must include a cover sheet, lead sheet, and supporting customs documents
5. When you arrive at Canada Customs only hand the ACI Lead Sheet to the customs agent unless asked for other papers. The agent will stamp the lead sheet only as proof of release for all shipment(s)
6. Return stamped lead sheet and all original customs docs to the office with your trip envelope