



Coversheet

Fax / 1-877-RBI-0046

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.
- **Please note that our processing hours are from 7:00am to 10:30pm only.**

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:
 1.877.RBI.2007 / 1.877.724.2007

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) | |

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.