



TRIP NUMBER: **5469**

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**CBSA PROOF OF REPORT**

TRUCK NUMBER:

PLATE NUMBER:

 **MB**

TRAILER NUMBER:

PLATE NUMBER:

 **MB**

DRIVER(S):

PORT OF ENTRY:

ETA:

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Month

Day

Year

Time: HH:MM

**CARGO CONTROL NUMBERS**

AFFIX PARS STICKER HERE

AFFIX PARS STICKER HERE

AFFIX PARS STICKER HERE

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## PROCEDURE FOR CANADIAN BOUND SHIPMENTS

1. Apply PARS to your customs paperwork:
  - Adhere one PARS sticker on your customs docs.
  - Adhere the second matching PARS sticker 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 as listed on your Gray Box mobile app. under trip detail and add this information on your lead sheet.
3. Scan in all customs documentation utilizing the Gray Box Mobile app. In the app. scan with the orange button labelled "Custom Docs"

As a backup, you can have the customer email all the documents to [emanifest@gopayne.com](mailto:emanifest@gopayne.com) or via fax at 888-694-5810.

4. 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)
5. Scan the proof of release (stamped by custom agent) utilizing the Gray Box Mobile app. In the app. scan with the yellow button labelled "Stamped ACI"
6. Return stamped lead sheet and all original customs docs to the office with your trip envelope