

## **PAPS (US Customs)**

### **PAPS labels instructions:**

Place one bar code on the commercial invoice for the shipment to be cleared. Place the second bar code on your CF7533 (manifest) in column 1 adjacent to the shipment information. Fax this to your Customs Broker.

Your cover sheet should include:

- A phone number and a contact name in case of a problem with the fax and/or shipment.
- The total number of pages.
- Your estimated arrival time.

Fax the commercial invoice and a copy of all other documents received from the shipper.

The more time you give the broker the better

Your Broker will process the shipment as if you were already at the port. When processing is complete, the data will be sent electronically to US. Customs. Included in the transmission will be your SCAC and PAPS codes.

Upon arrival at the primary line: Hand all your documentation to the US. Customs officer. Your CF7533 (manifest) should be on top. The commercial invoices should be next, in the order they appear on the manifest. US. Customs will scan the bar code form the manifest, and if your broker has transmitted all the necessary data, you can be cleared on the line.

If you have any questions, or if you need to obtain pars labels, contact Visual Media Lab office:

1801 Lakeshore Road West, unit6-52561, Mississauga, Ontario, L6J 4S6 Canada  
or call toll-free help line: 1-866-334-2522 (1.86 Media Lab) Local: 416-824-4379