

CANADA CROSS-BORDER PROCESS

Quick and Seamless Southbound Service

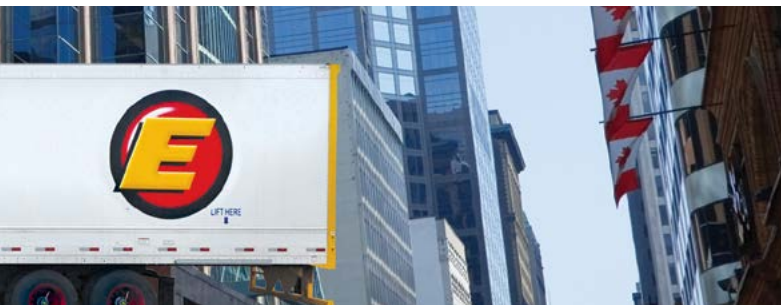


AUTOMATED COMMERCIAL ENVIRONMENT (ACE)

ACE is the U.S. Customs and Border Protection (CBP) system requiring electronic transmission of all southbound documentation for processing prior to freight arrival at the border. To complete an ACE electronic manifest (eManifest) for a shipment, the freight must first receive Pre-Arrival Processing System (PAPS) clearance.

PRE-ARRIVAL PROCESSING SYSTEM (PAPS)

PAPS is a procedure used to process customs paperwork for shipments before they reach the U.S./ Canada border, speeding their entry into the U.S.



Which documents are required to receive PAPS clearance for your southbound shipment?

- » [Bill of Lading](#)
- » [Commercial Invoice](#)
- » [Certificate of Origin \(CTO\)](#) or [USMCA \(CTO\)](#)

To ensure your southbound freight shipment receives PAPS clearance:

- » Email your customs documents to estespaps@estes-express.com as soon as you have them ready
- » Send one email per PRO Number and be sure to combine all the customs documents related to that PRO into a single attachment (PDF or TIF format); your BOL should be the first page
- » For your email subject line, type your 10-digit PRO Number only (no spaces, dashes, or words)
- » Do not include any shipment details in the body of your email
- » Be sure to send your documents no later than the time of pickup; for next-day freight, your documents may be sent no later than 2:00 p.m. on the day of pickup
- » Present a copy of your documentation to your driver at the time of pickup

On your shipment's BOL, be sure to include:

- » **Your PRO Number and barcodes:** The [My Estes eBOL](#) application will automatically generate a barcode when you check the "Assign PRO Number box" or enter a preassigned PRO number; you can also ask your Estes account manager for PRO/barcode stickers
- » **Customs broker details:** Your BOL should prominently indicate the name of your customs broker, as well as their contact information

Once Estes receives your scanned documentation, the process of clearing your shipment with U.S. Customs can begin. Timely document submissions help ensure your freight will not be delayed.

Still have questions? Send us an email at Canada@estes-express.com or call 1-866-ESTES4U (378-3748) and press 43 to speak to a Canada specialist.