

Northern Border Customs Clearance Procedure

**Purpose:**

**For shipments where Amway will be the importer of record into the U.S., please follow the procedure outlined below for customs clearance of truck shipments entering the U.S. from Canada.**

**Procedure:**

**Supplier/Shipper**

1. **For all shipments:**

**Before pick-up has been scheduled the supplier will send a copy of the invoice to** [erin.milito@amway.com](mailto:erin.milito@amway.com) **and copy** [Jamie.r.smith@amway.com](mailto:Jamie.r.smith@amway.com)

1. **At time of freight pick up, supplier will provide the commercial invoice to the carrier (for inventory and non-inventory shipments). Please make sure all required data elements are on the commercial invoice. This will reduce likelihood of delays at time of border crossing. See document titled “Commercial Invoice Requirements” for complete list of required data elements.**

**Carrier**

1. The carrier will apply their pre-arrival processing number (PAPS) to the invoice and send i**nvoice, New Arrival Notification Cover Sheet, and supporting paperwork to:** [**arrivalnotification@expeditors.com**](mailto:arrivalnotification@expeditors.com)

All documents must be sent in a single attachment and sent at least 2 hours before arrival at the border for regular entries and 4 hours prior to arrival for entries related to the FDA (nutrition, cosmetics, etc.).

**Please note for border crossings that occur after hours: Monday – Friday 12am-8am; Saturdays and Sundays, a supervisor is not on staff and there could be a delay in clearance activities. In these cases, please send paperwork ahead of time (during business hours on Friday). In cases where escalation is needed after hours, contact:**

Jeff La Monica

U.S. Northern Border Product Manager (DTT)

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Direct: 734 942-5824

Cell: 810 434-8295

Email: [**jeff.lamonica@expeditors.com**](mailto:jeff.lamonica@expeditors.com)

PAPS Background / Information

The PAPS sticker/cargo control number is a requirement to cross into the U.S. All carriers regardless of commodity are required to be set up for ACE. The carrier is responsible for filing the ACE Manifest and ensuring there is an entry match prior to crossing the border.

PAPS requests for Northern Border customs clearances must be sent to fax number 1-734-857-5153

Drivers can check the status of their PAPS at the following website by entering their PAPS#:[**https://expo.expeditors.com/expotr/guest/USNorthernBorder.jsp**](https://expo.expeditors.com/expotr/guest/USNorthernBorder.jsp)

1. Expeditors receives and reviews documents. If everything is in order the data will be transmitted to CBP. Entries must be filed prior to the trucker arriving at the border.
2. Upon arrival at the border, Customs will perform selectivity on the entry.

Contacts

Amway Global Customs & Trade:

Erin Milito: [erin.milito@amway.com](mailto:erin.milito@amway.com)

Amway Global Customs & Trade – PGA related

Jamie Smith: [Jamie.r.smith@amway.com](mailto:Jamie.r.smith@amway.com)

Expeditors Northern Border Contacts:

**US Northern Border (BWB)**

Staffed 24 hours a day/7 days a week  
Blue Water Bridge   
511 Fort Street, Suite 435  
Port Huron, MI 48060  
Tel: 810-985-9720  
Fax: 734-857-5153

**U.S. Northern Border (DTT)**

Staffed 24/5 and 16 hours on Saturday and Sunday  
11505 South Wayne Road, Suite 150  
Romulus, MI 48174  
Main Telephone: 734-857-5180  
PAPS Processing Telephone: 734-857-5150  
PAPS Processing Request Fax: 734-857-5153