

Broker Shipment Notification

Fax all paperwork to 1.716.819.3339
or email as a TIFF or PDF attachment to
BPA@ftn.fedex.com



INSTRUCTIONS:

- Fax or e-mail this coversheet and supporting U.S. Customs and Border Protection (CBP) clearance documents to the fax number or e-mail address listed above at least **three hours** prior to your estimated border arrival time.
- Attachments must be in TIFF or PDF format. Non-TIFF or PDF formats cannot be processed via e-mail.
- Multiple shipments must include this coversheet as the separator.
- It is your responsibility to verify, prior to arrival at the border, that your cargo data has been accepted by CBP.**

To check status on Broker Entry or FDA Prior Notice shipments:

- Log onto **ftn.fedex.com**.
- Click on the **Track** tab and select **Quick Find** from the drop down menu.
- Enter the entire PAPS code or shipment control number (SCN) in the **Master Waybill** field.
- Check the **CBP Advance Notice Confirmed** field.

If you do not have access to the Web or if the shipment cannot be found, you can call 1.716.879.1077 one hour prior to ETA or three hours after submitting, whichever is first.

If faxing multiple shipments, do not exceed 20 pages per fax. Single shipments can exceed 20 pages.

REQUIRED SHIPMENT INFORMATION

Number of pages
(including coversheet):

Date of
arrival:

Estimated time
of arrival:

CLEARLY INDICATE U.S. PORT OF ARRIVAL:

The shipment must arrive at the U.S. port indicated. Failure to do so may result in penalties, delayed or refused shipments, and additional costs.

Carrier information:

Driver
Name:

Company:

Phone:

Person to contact if there are problems with the fax or e-mail:

Name:

Company:

Phone:

Shipment Identifier information (must be reported by Broker exactly as reported in e-manifest):

Trip Id:	SCN (including SCAC)	Manifest quantities (piece count and weight):			
SCN					
SCN					
SCN					
SCN					
SCN					
SCN					
SCN					
SCN					
SCN					
SCN					
Total SCN count:		Total piece count:		Total weight:	