

ACI ELECTRONIC MANIFEST REQUEST FORM INSTRUCTIONS

SECTION 1	<p>COMPANY NAME: THIS IS THE NAME OF THE CARRIER AS PRINTED ON THE PARS STICKER. IF YOU ARE A COMPANY TRANSPORTING YOUR OWN GOODS YOU ARE ACTING AS THE CARRIER.</p> <p>PARS CODE: ENTER YOUR CANADIAN CARRIER CODE - THE FIRST 4 CHARACTERS ON YOUR PARS BARCODE STICKERS.</p> <p>SUBMITTED BY: NAME AND PHONE NUMBER OF A CONTACT PERSON IF WE NEED MORE INFORMATION.</p> <p>CROSSING DATE: DATE AND TIME WHEN THE DRIVER WILL BE ARRIVING AT THE BORDER CROSSING.</p>
	<p>CROSSING AT: ENTER THE NAME OF THE PORT WHERE THE DRIVER WILL CROSS INTO CANADA.</p> <p>SEND COVER SHEET TO: PROVIDE A FAX NUMBER OR EMAIL ADDRESS WHERE TO SEND THE EMANIFEST DOCUMENT THE DRIVER NEEDS BEFORE ARRIVING AT THE BORDER.</p> <p>DRIVER: ENTER FULL NAME EXACTLY AS IT APPEARS ON DRIVER LICENSE OR PASSPORT.</p> <p>PASSENGER(S): ENTER THE FULL NAME(S) OF ANY/ALL PASSENGERS EXACTLY AS THEY APPEAR ON DRIVER LICENSE OR PASSPORT.</p> <p>TRUCK LICENSE PLATE NUMBER AND STATE/PROVINCE: ENTER THE NUMBER DISPLAYED ON THE CONVEYANCE PLATE (TRUCK, AUTOMOBILE, BUS ETC,) AND STATE OR PROVINCE OF PLATE ISSUE.</p> <p>TRAILER LICENSE PLATE NUMBER AND STATE/PROVINCE: IF A TRAILER IS USED ENTER THE NUMBER DISPLAYED ON THE TRAILER PLATE AND STATE OR PROVINCE OF PLATE ISSUE.</p>
	<p>TOTAL NUMBER OF SHIPMENTS (PARS BARCODE STICKERS) WITH THIS TRIP: ENTER THE NUMBER OF SHIPMENTS (NUMBER OF PARS STICKERS) WITH THIS TRIP. MAKE A COPY OF THIS PAGE AND COMPLETE FOR EACH SHIPMENT/PARS STICKER.</p>
	<p>WITH IIT'S OR IIT'S ONLY: CHECK THE APPROPRIATE BOX. IIT'S ARE INSTRUMENTS OF INTERNATIONAL TRAFFIC. AN IIT IS A DEVICE OR TOOL USED IN THE TRANSPORTATION OF CERTAIN CARGO. FOR EXAMPLE THE RACKING USED TO TRANSPORT GLASS COULD BE CONSIDERED AN IIT.</p>
	<p>AFFIX PARS BARCODE STICKER HERE (PREFERRED): PUT A COPY OF YOUR BARCODE STICKER HERE OR IF YOU DO NOT HAVE A STICKER AVAILABLE CAREFULLY PRINT THE PARS NUMBER FOR THIS SHIPMENT EXACTLY AS IT APPEARS ON THE PARS BARCODE STICKER.</p>
	<p>PLACE OF LOADING: ENTER THE CITY AND STATE WHERE THIS SHIPMENT ORIGINATED. LEAVE BLANK IF THIS IS THE SAME AS SHIPPER CITY AND STATE.</p>
	<p>BONDED WAREHOUSE: IF THIS SHIPMENT IS BEING CLEARED AT A BONDED WAREHOUSE YOU WILL NEED TO SEND US AN EMAIL WITH THE WAREHOUSE NAME, ADDRESS AND CODE.</p>
SECTION 2	
SECTION 3	<p>SHIPPER NAME, STREET, CITY, STATE AND ZIP/POSTAL CODE: THIS IS USUALLY WHERE THE SHIPMENT HAS BEEN LOADED OR PICKED UP IN THE UNITED STATES. ENTER THE FULL NAME AND COMPLETE ADDRESS INCLUDING THE ZIP/POSTAL CODE AS FOUND ON YOUR CUSTOMS OR PROFORMA INVOICE.</p>
SECTION 4	<p>CONSIGNEE NAME, STREET, CITY, PROVINCE AND POSTAL CODE: THIS IS USUALLY THE DESTINATION IN CANADA WHERE THE SHIPMENT WILL BE DROPPED OFF. ENTER THE FULL NAME AND COMPLETE ADDRESS INCLUDING THE ZIP/POSTAL CODE AS FOUND ON YOUR CUSTOMS OR PROFORMA INVOICE.</p>
SECTION 5	<p>CARGO DESCRIPTION: ENTER A BRIEF DESCRIPTION OF THE ITEMS BEING SHIPPED. AVOID VAGUE TERMS LIKE MISCELLANEOUS OR TRUCK LOAD.</p> <p>QUANTITY: ENTER THE TOTAL NUMBER OF BOXES, CARTONS, PACKAGES ETC.</p> <p>PACKAGE TYPE: THIS COULD BE BOXES, CARTONS, PIECES, ETC. IF MULTIPLE TYPES USE PIECES.</p> <p>WEIGHT: ENTER THE TOTAL WEIGHT OF THE SHIPMENT IN POUNDS OR KILOGRAMS.</p>
	<p>DANGEROUS GOODS: IF THIS SHIPMENT CONTAINS DANGEROUS GOODS PROVIDE AN EMERGENCY CONTACT NAME AND PHONE NUMBER. THE SHIPMENT MUST BE IDENTIFIED WITH A UN CODE.</p>

IMPORTANT SUGGESTIONS TO AVOID DELAYS: Print clearly. Taking a few extra seconds to print clearly can save hours at the border. Ensure your information is complete. We want to make emanifest easy. Our forms are designed to ask a minimal amount of information. What we do ask for is necessary. Check to be certain your eManifest Request Form is complete and legible. If any information is missing or, if we cannot read it, we may not be able to provide a valid emanifest.