

# Pre-arrival Notification for U.S. bound shipments



E-mail each shipment as one complete file to [usimports@livingstonintl.com](mailto:usimports@livingstonintl.com) or fax documents to **1-877-548-7277**

- Please use **black or dark ink** when completing this form.

<b>Client name</b>		<b>EDI sent</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Livingston account #</b>		<b>Livingston service team</b>		
<b>Carrier / FF name</b>				
<b>Contact name</b>				
<b>Contact phone or e-mail</b>				

## Manifest details

<b>Shipment control # (SCN)</b>		<b>Container</b>		
<b>Master or airway bill #</b>		<b>Vessel</b>		
<b>House bill of lading #</b>		<b>Flight</b>		
<b>Carrier code (SCAC)</b>		<b>Manifest qty</b>		<b>Manifest Wt</b>

## ETA at port of arrival

<b>Date (yyyy/mm/dd)</b>		<b>Est. time of arrival</b>		AM <input type="checkbox"/>	PM <input type="checkbox"/>
<b>Port of arrival</b>					
<b>Port of entry</b>		<b>FIRMS code</b>			

## Additional instructions

### To confirm Customs status, please use one of the following available options:

- On-line shipment tracker application is available 24/7 at [www.livingstontracker.com](http://www.livingstontracker.com)
- Sign up for automated carrier or importer e-mail notifications with your Livingston service team.
- Livingston's driver contact center 1-866-548-7277; available 24/7d .xlsx

### To minimize any potential delay or penalty, please ensure:

1. Each shipment is separated by a cover sheet and faxed separately or e-mailed as separated attachments.
2. All required information or documentation is attached and available to Livingston per above, including a copy of your eManifest or AMS filing.
3. Unique Shipment Control Numbers (SCAC & BOL) are noted on each Customs invoice as required
4. Shipments arrive at the U.S. port of arrival indicated above and are not diverted without advance notice
5. Appropriate broker filer code (300) is included in the ACE e-manifest transmission
6. Customs' acceptance of shipment data has been confirmed prior to arrival at the U.S. port of entry
7. E-mailed documents must be sent as one attachment per shipment
8. Acceptable file formats for e-mail include .bmp, .doc, .docx, .jpeg, .pdf, .tif and .tiff