

Date:		<b>BILL OF LADING</b>				Page _____					
<b>SHIP FROM</b>						Bill of Lading Number: _____  BAR CODE SPACE					
Name: _____											
Address: _____											
City/State/Zip: _____											
SID#: _____ FOB: <input type="checkbox"/>						CARRIER NAME: _____ Trailer number: _____ Seal number(s): _____  SCAC: _____ Pro number: _____  BAR CODE SPACE					
<b>SHIP TO</b>											
Name: _____ Location #: _____											
Address: _____											
City/State/Zip: _____											
CID#: _____ FOB: <input type="checkbox"/>											
<b>THIRD PARTY FREIGHT CHARGES BILL TO:</b>						Freight Charge Terms: (freight charges are prepaid unless marked otherwise) Prepaid _____ Collect _____ 3 <sup>rd</sup> Party _____  <input type="checkbox"/> (check box) Master Bill of Lading: with attached underlying Bills of Lading					
Name: _____											
Address: _____											
City/State/Zip: _____											
SPECIAL INSTRUCTIONS: _____											
<b>CUSTOMER ORDER INFORMATION</b>											
CUSTOMER ORDER NUMBER		# PKGS		WEIGHT		PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO			
						Y N					
						Y N					
						Y N					
						Y N					
						Y N					
GRAND TOTAL											
<b>CARRIER INFORMATION</b>											
HANDLING UNIT		PACKAGE		WEIGHT		H.M. (X)		COMMODITY DESCRIPTION <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360</small>		LTL ONLY	
QTY	TYPE	QTY	TYPE							NMFC #	CLASS
GRAND TOTAL											
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____"								COD Amount: \$ _____ Fee Terms: Collect: <input type="checkbox"/> Prepaid: <input type="checkbox"/> Customer check acceptable: <input type="checkbox"/>			
<b>NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. § 14706(c)(1)(A) and (B).</b>											
RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.								The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges.  Signature _____ Shipper			
<b>SHIPPER SIGNATURE / DATE</b>  <small>This is to certify that the above named materials are properly classified, described, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the U.S. DOT.</small>				Trailer Loaded: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver				Freight Counted: <input type="checkbox"/> By Shipper <input type="checkbox"/> By Driver/pallets said to contain  <input type="checkbox"/> By Driver/Pieces			
								<b>CARRIER SIGNATURE / PICKUP DATE</b>  <small>Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the U.S. DOT emergency response guidebook or equivalent documentation in the vehicle.</small>  <small>Property described above is received in good order, except as noted.</small>			

Date:

**SUPPLEMENT TO THE BILL OF LADING**

Page \_\_\_\_\_

**Bill of Lading Number:** \_\_\_\_\_

## CUSTOMER ORDER INFORMATION

CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP (CIRCLE ONE)		ADDITIONAL SHIPPER INFO
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
			Y	N	
PAGE SUBTOTAL					

## CARRIER INFORMATION

[illegible]

## **BILL OF LADING B/L**

### User Guide

#### **WHAT IT IS USED FOR**

The bill of lading B/L is a document issued by the agent of a carrier to a shipper, signed by the captain, agent, or owner of a vessel, furnishing written evidence regarding receipt of the goods (cargo), the conditions on which transportation is made (contract of carriage), and the engagement to deliver goods at the prescribed port of destination to the lawful holder of the bill of lading.

A bill of lading is, therefore, both a receipt for merchandise and a contract to deliver it as freight. There are a number of different types of bills of lading and a number of regulations that relate to them as a group of documents.

Since this is a negotiable instrument, the bill of lading may be endorsed and transferred to a third party while the goods are in transit.

#### **WHO PREPARES IT**

The shipping agent providing the sea transport.

#### **TO WHOM IT IS ADRESSED**

The exporter, the shipping company through the agent, and the importer.

#### **PRACTICAL ADVICE**

This document is issued in three originals that confer title of the goods to the possessor, if done in negotiable form; in fact, with only one original it is possible to dispatch the merchandise so it is advisable that the exporter maintains at all times the complete set of originals. Copies are not negotiable, so if the buyer requires to be informed in advance of the details of the shipment it is advisable to use these copies and keep the originals.

The bill of lading is heavily influenced by the bank's letters of credit regulations which determines the information contained in the document and delimits the specific dates and legends acceptable for its issuance. Since the issuance of the document is not done by the exporter, he must transmit all data in detail to be contained in the document and review compliance with the request of the original that elaborates the shipping agent; in the case of any mistake, the exporter must require the necessary changes before issuance, because once the document is issued, additional charges will apply for modifications.

Bills of lading should always include the freight and it is also necessary to indicate whether the freight is paid (freight prepaid) or is a freight payable at destination (freight collect), depending on whether in the sales price of the goods the freight is included or not.

Given the need indicated by the exporter to establish specific dates, this document shows the actual dates on which shipment is made, and can be modified with the application of "back day", which allows changing the date of shipment for an earlier date, provided that the contractor of the transport is agreed, because the agent cannot accept the responsibility in his own name and must, in turn, request the shipping company to accept the change. This date change is very common due to the difficulty in establishing an embarkment day. In any case, it is important for the exporter to obtain this document as soon as possible, so he will be able to send an original to the importer before the goods arrive at the port of destination.

When the bill of lading is part of a letter of credit (or documentary credit) it is considered late if it is presented after twenty-one days from the date of shipment, except if in the document itself a longer period for presentation is established.

On the front of the bill of lading must appear the name of the carrier or its agent. This does not mean that the buyer must name the carrier in a documentary credit application. It merely means that the transport document must indicate the name of the carrier. The applicant of the letter of credit is free to stipulate a particular carrier, although this could cause delay in shipment.

Another aspect to consider is the importance of the bill of lading on the ownership of the goods as the goods travel with reservation of ownership by the shipping company. In the cases where transportation charges are paid on arrival (freight collect), the shipping company will not release the goods without payment of freight and may retain the goods for non-payment of transportation. In this situation, which can occur without the knowledge of the exporter, there is no legal possibility to clear the goods before the payment of the cost of transport has been made. This is not the case of freight prepaid situations because the goods are transported free of transportation charges; nevertheless, its delivery requires the presentation of the bill of lading.

Regarding the loss of originals of the bill of lading, this may not cause problems while there is at least one original of the documents, but if the three originals are lost, a serious problem appears since the shipping company (or its agent), will not accept verbal confirmation of the participants in the operation, without requesting the following written commitment: letters from consignee (buyer) and shipper (seller) agreeing to the release of the merchandise and exonerating the shipping company of any claim that this release could produce (letter of indemnity). In addition, the buyer must provide a guarantee to the shipping company for the amount corresponding to the goods, which the shipping company could cash in order to compensate the owner of the goods, in the event that the originals of the bill of lading would be presented for the collection of the goods and there had been fraud.

There are many different types of bill of lading. Note that among the most used are the following:

- B/L on Board: Confirms the shipment of the goods in the ship, incorporating the text document "on board". This type of bill of lading is the most common form of issue. It is accepted in the operation of a letter of credit as "clean on board", but does not apply to the responsibility of the shipping company to transport the goods.

- **B/L Received for Shipment:** Means that the goods have been received for transportation by the indicated date, but they have not been shipped. Usually used in multimodal transport deliveries, confirming the date on which the container has reached the end of the first carrier. Not recommended in operations with letter of credits.
- **B/L Nominative:** Issued on behalf of a person or a company, which may collect the goods prior to identification and presentation of at least one original of B/L. In case of handling by the shipper or designated agent for collecting the goods, this B/L must be delivered to the endorsed (signed on the reverse by the nominated person or company) for the purpose of transfer of rights for such operations.
- **B/L to the Order:** In this type of bill of lading, the owner of the goods is the possessor of the original documents that can convey the property to another by endorsement, making nominative or simply endorsing the document as "bearer". This is the bill of lading most used with letters of credits where the bank is listed as the consignee of the goods, and endorses the documentation to his client, who is the importer.
- **B/L to the Bearer:** Is issued without identifying the owner of the goods who will be the one that holds the original documentation. It is highly inadvisable because the loss of the documents can cause serious problems so importers and banks do not usually accept this type of bill of lading, which are not common in international trade.
- **B/L House:** Is a document issued by the freight forwarder and non-negotiable. Not acceptable in banking operations. It is only in shipments where either the exporter or the importer assume full management of the international sale.
- **B/L Express:** Issued by the freight forwarder, allows delivery of the goods at destination with simple photocopies, i.e. the original document is not required for any procedure. It is useful in cases of full trust between seller and buyer as well as rapid transit maritime operations.

The shipping company's responsibility is established in relation to the space occupied by the goods in the ship for cases of force majeure, such as simple and general average, in which the vessel could suffer damage or destruction of the goods with shipping direct exemption. The concepts of simple and heavy damage usually are described on the front of the bill of lading, as are considerations and responsibilities of the contract of carriage.

- **Simple average:** When the ship has needed maritime intervention due to damage and may cause traffic delays and towing expenses, transfer manipulations, etc., which must be paid in proportion to the space occupied by the goods of the exporter transported on the ship.
- **General average:** The complexity increases, because in the above circumstances it should be added the sacrifice of goods to avoid important loss or damage important for reasons beyond the ship but attributable to navigation (sinking of the ship, shocks displacements of the cargo, etc.).

In cases where the merchandise arrives with defects, two situations must be considered for a claim:

- **Apparent damage:** Reservations must be indicative of the defect or damage appreciated in the same document that identifies the delivery of the goods (container or groupage).

- Not apparent damage: In this situation it must be taken into account that the implementation of legends as "Pending review" have no effect as it delimits the maritime law claim within seventy-two hours of delivery. After that period, no claim will be effective.

In the bills of lading it is common to find a variety of concepts abbreviated by acronyms that refer to information on weights, costs, charges, services, etc., which may be requested by the buyer or inserted by the shipping company as identification of the shipping characteristics.

## **DOCUMENTARY OBLIGATION ACCORDING TO AGREED INCOTERMS**

The exporter must request this document and will require issuance for exports with sea shipping from Incoterms CFR to Incoterms DDP. In sales whose delivery terms are EXW, FCA, FAS and FOB it is the importer who has to contract for carriage, so he will require the forwarding agent to issue this document for the sea shipping.

## **INFORMATION ONLINE**

[Lloyds Directories](#) - World Directory of Ports.

[IMO](#) - Information and regulations on maritime transport provided by IMO (International Maritime Organization).

[Freightquote](#) - Quotes and hiring of carriers (registration required).

[FIATA](#) - International Federation of Freight Forwarders (FIATA).

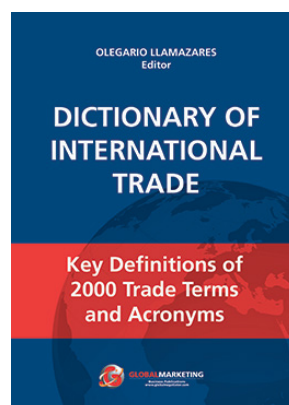
[Freightnet](#) - Freight Forwarders Directory classified by countries.

# INTERNATIONAL TRADE AND TRANSPORT DOCUMENTS

**MODELS OF THE MAIN INTERNATIONAL TRADE AND TRANSPORT DOCUMENTS READY TO  
USE WITH EXPLANATIONS ABOUT WHAT THEY ARE AND  
PRACTICAL ADVICE TO COMPLETE THEM.**

- [International Proforma Invoice](#)
- [International Commercial Invoice](#)
- [Packing List](#)
- [Delivery Note](#)
- [International Purchase Order](#)
- [General Conditions of International Sale](#)
- [CMR Transport Document](#)
- [Bill of Lading B/L](#)
- [Air Waybill AWB](#)
- [Multimodal Bill of Lading FBL](#)
- [ATA Carnet](#)
- [Irrevocable Letter of Credit L/C](#)
- [Cargo Insurance Certificate](#)
- [Certificate of Origin](#)
- [Certificate of Origin Form A](#)
- [Certificate of Inspection](#)
- [Certificate of Analysis](#)
- [Phytosanitary Certificate](#)
- [Kosher Certificate](#)
- [Halal Certificate](#)

[Pack All Documents](#)



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