

Transport documents

Official transport documents are issued by the carrier. They are legally binding contracts between the consignor and the carrier regarding the transport and consignment of the goods. They also function as a receipt of the carriage of the merchandise. According to the means of transport employed, as we have seen, four different types of documents can be used:

1. Road Consignment Note (CMR) for road transport;
2. Rail Consignment Note (CIM) for transport by train;

3. Bill of Lading (B/L) for sea transport;
4. Air Waybill (AWB) for air transport.

The **Bill of Lading** is also a document of title, i.e. a formal shipping document that confers/proves the ownership of the goods. As regards the conditions of the goods, there are two types of B/L:

- **clean B/L**, when the carrier declares that he has received the goods in apparent good order and condition;
- **foul B/L**, when the carrier declares that he has received the goods in unsatisfactory condition.

When sea transport is combined with other types of transport, the B/L is called combined or multimodal.

Conversely, the **Air Waybill** is non-negotiable, i.e. it is only a contract for transportation and does not represent the goods mentioned.

All the documents usually contain this information, as shown in the example of a CMR.



Carrier's name and address

Consignor's name and address in full

Consignee's name and address in full

A tick for freight charges (otherwise the quotation of a third party involved)

Special instructions

Consignor's reference code

Number of items

Goods' description

Dangerous goods declaration, if applicable

Pallet control details, i.e. packing checking

Weight of the goods

Size of the goods

Consignor's signature

FROM		TO		CHARGE		TERMS NETT 14 DAYS		QUOTE No.	
NORTHLINE		NORTHLINE PTY. LTD.		GENERAL <input checked="" type="checkbox"/> EXPRESS <input type="checkbox"/>		CHARGE <input checked="" type="checkbox"/>		ACCOUNT No.	
J.P. Customer		Citizen Engineering							
14 Adelaide Road		260 Smith Street							
Mile End		Alexandria							
STATE SA PICODE 5031		STATE NSW PICODE 2015							
SENDER'S REF	No. OF ITEMS	DESCRIPTION	WEIGHT	DIMENSIONS (in cm)	QTY	SPECIAL INSTRUCTIONS			
30159	2	Wooden Crates	1650	100x130x160	1				
				110x145x150	1				
TOTAL		TOTAL		TOTAL		TOTAL (INCL GST)			
DANGEROUS GOODS DECLARATION		PALLET INFORMATION		CARRIERS SIGNATURE		DATE			
Shipping Name	Transaction Type	PALLETS PICKED UP	PALLETS RETURNED	A. DRIVER		555		1 / 1 / 14	
CLASS	EXCHANGE <input type="checkbox"/>	CHEP	LOSCAM	[Signature]		DATE		1 / 1 / 14	
UN NO.	TRANSFER (attached) <input type="checkbox"/>	PLAIN							
Packing Group	CUST OWNED <input type="checkbox"/>								
								072148241	



1 Look at this B/L and take note of:

- date
- document number
- carrier's details
- consignor's details
- consignee's details
- third party (if any)
- goods details (items, weight, size, etc)
- special instructions

SHIP FROM					SHIP TO		THIRD PARTY FREIGHT BILL CHARGES TO	
Date: May 19, 2013					Name: WIDGET COMPANY INC C/O:		Bill of Lading Number: 8004	
Address: 2207 WEST ORANGEWOOD AVE					Address: 123 Street Street		Carrier: ROADWAY	
City/State/Zip: ORANGE, CA 92868					City/State/Zip: Orange, CA 92868		TRAILER NUMBER: WERT888768	
SID #					Phone:		SEAL NUMBER: 242626	
Name: SPROCKETS & SPRINGS					Name: Wolin University		SCAC: RDWY	
Address: 4821 SKYPAD WAY					Address: 123 Street Street		PRO NUMBER: 677-98878	
City/State/Zip: ORBIT CITY, NY 02558					City/State/Zip: Orange, CA 92868		Freight Charge Terms: (freight charges are prepaid unless marked otherwise)	
SPECIAL INSTRUCTIONS: CALL IN ADVANCE OF DELIVERY TO VERIFY PROF. WILKINSON IS AVAILABLE TO INSPECT PRODUCT AS IT IS OFF LOADED.					CID #		Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> 3rd Party <input checked="" type="checkbox"/>	
CUSTOMER ORDER INFORMATION					CARRIER INFORMATION			
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET	SLIP	ADDITIONAL SHIPPER INFO			
PO-EDI-555			N	N				
GRAND TOTAL	6	75.00						
COMMODITY DESCRIPTION					LTL ONLY			
HANDLING UNIT	PACKAGE	WEIGHT	COMMODITY DESCRIPTION		NMFC#	CLASS		
QTY TYPE	QTY TYPE		METAL WIDGETS & PARTS		100	100.0000		
3	3	30.0	METAL PARTS		300	300.0000		
3	3	45.0	GRAND TOTAL					
2	6	75.0						

ABN 62 002 094 671
ACN 002 094 671

HEAD OFFICE: GRAFTON
373 Fry Street, Grafton 2460
Ph. (02) 6604 9111
Fax (02) 6642 4444
www.blanchard.com.au

CONSIGNMENT NOTE No.

Date: _____
Truck: _____

PICK-UPS
PH. 02 6604 9125

FROM: _____ DELIVER TO: _____

Special Instructions: _____

PALLETS: CHEP IN OUT LOSCAM IN OUT OWN IN OUT

FREIGHT PAYABLE BY: SENDER RECEIVER THIRD PARTY

Sender's Ref	No. of Items	Description of Goods	Weight (kgs)	Pallet	Spaces	Cubic L x W x H

Customer's/Sender's Signature _____ Date _____

Who warrants he/she is authorised to sign on Customer's behalf and accepts these conditions of carriage on behalf of the consignor and consignee and for any other person on whose behalf the Customer is acting. The Customer acknowledges these conditions of carriage limit the Carrier's liability.

RECEIVED IN GOOD ORDER AND CONDITION _____ PLEASE PRINT SURNAME _____

Delivery Driver Initials

IMPORTANT NOTE: WE ARE NOT COMMON CARRIERS
THE SERVICES ARE PROVIDED SUBJECT TO THE CONDITIONS OVERLEAF

GRAFTON PRINT



2 **PAIR WORK** Practise asking questions about the documents above and describe them.

› Who is the carrier? Are there any special instructions?



3 Listen to a consignor giving instructions to a carrier and complete the consignment note above (CMR).

