

3.9 Shipping instructions

Shipping instructions are critical in any transport operation, and even more so in the international movement of humanitarian goods. Shipping instructions must be created per destination and updated regularly to show the most up-to-date information.

It is the responsibility of the logistics manager in the country of destination to ensure the shipping instructions are up to date.

Typically, shipping instructions must provide the below details:

Shipping instructions		
Consignment delivery address and contact details at delivery place	Delivery requirements: warehouse opening hours, requirements of pallets or labels, availability (or not) of mechanical handling equipment	What documents must accompany the shipment?
Appointed freight forwarder/customs agent contact details (" notify party ")	Document delivery address and contact details (" consignee ")	In the Red Cross Movement, shipping instructions will contain information and contact details of the IFRC regional hub overseeing the shipment of the goods

Shipping instructions can be shared by and to anyone along the supply chain.

From: consignee To: shipper (whether the shipper is the seller of the goods or the transporter)	From: shipper To: transporter (where the shipper is arranging for transportation of the goods)	From: consignee To: freight forwarder/customs agent (where the agent is in charge of delivery from entry point to final destination, per shipping instructions)
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