

3.12 Transport documentation

3.12.1 The air waybill

An air waybill (AWB) is a standard form distributed by the International Air Transport Association (IATA) that accompanies goods shipped by an international air courier to provide information about the shipment and allow it to be tracked. The bill has multiple copies, so that each party involved in the shipment can document it.

An AWB serves as a receipt of goods by an airline (the carrier), as well as a contract of carriage between the shipper and the carrier.

It becomes an enforceable contract when the shipper (or shipper's agent) and carrier (or carrier's agent) both sign the document.

The AWB contains:

- the shipper's name and address
- the consignee's name and address
- the origin airport code
- the destination airport code
- the declared shipment value for customs
- the number of pieces
- the gross weight
- a description of the goods
- any special instructions (e.g., "perishable")
- the carrier's terms and conditions and charges.

The International Air Transport Association (IATA) designs and distributes air waybills.

There are two types of AWBs – an airline-specific one and a neutral one. Each airline's air waybill must include the carrier's name, head office address, logo and air waybill number. Neutral air waybills have the same layout and format as airline AWB but aren't prepopulated.

There are two further types of air waybills: the master AWB and the house AWB.

A master air waybill has 11 numbers and comes with eight copies, in varying colours. Since 2010, paper air waybills are no longer required. The 'e-AWB' has been in use since 2010 and became the default contract for all air cargo shipments on enabled trade lines in 2019.

A master airway bill (MAWB) details the complete information of the consignment, including the place of origin, destination and cost of the shipment. Most importantly, it is issued by the agent on behalf of the airline.

A house airway bill (HAWB) is released by a freight agent and serves as proof that the goods have been received by the customer. A HAWB provides two benefits to the customer – it serves as proof of receipt of the goods and is evidence of an agreement between both parties. The HAWB clearly states the terms and conditions and should be read by both parties carefully. Bear in mind that HAWB is not the document title. Most importantly, only one copy of a HAWB is issued, while the airline or the agent releases seven copies of a MAWB (of the total eight copies available).

A HAWB does not have a long verification code like the MAWB 's 11-digit code. The first three digits is a prefix, while the rest of the numbers are used to keep track of the consignment.

Master AWB

LAXCAN-6/6b42

Shipper's Name and Address GERGY INC. 9133 S. LA CIENEGA BLVD., STE 170 INGLEWOOD, CA 90301		Shipper's Account Number 123546		Not Negotiable Air Waybill Issued by BLUE SEA SHIPPING 841 SANDHILL AVE CARSON, CA 90746			
Consignee's Name and Address CHINA INTERNATIONAL USA ROOM 801-807, DONG SHAN PLAZA 69, XIAN LIE ZHONG ROAD GUANGZHOU, CHINA		Consignee's Account Number 464536		Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. <small>It is agreed that the goods described hereinafter are accepted in apparent good order and condition (excepted items) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS, INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREOF BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplementary charge, if needed.</small>			
Issuing Carrier's Agent Name and City BLUE SEA SHIPPING 841 SANDHILL AVE CARSON, CA 90746				Accounting Information			
Agent's IATA Code		Account No.					
Airport of Departure (Addr. of First Carrier) and Requested Routing LOS ANGELES LAX				MAWB 016-2354-5463			
To	By First Carrier	to	by	Currency	Declared Value for Carriage	Declared Value for Customs	
CAN	UNITED AIRLINES	HKG	UA	USD	84300.00USD		
Airport of Destination GUANGZHOU BAIYUN CAN		Rate		Amount of Insurance	INSURANCE - If carrier other insurance, and such insurance is required in accordance with the conditions thereof, indicate amount to be insured in figure in box marked "Amount of Insurance".		
		1834		NIL			
Handling Information PLEASE NOTIFY CONSIGNEE UPON ARRIVAL							
These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Ultimate destination CHINA				Diversion contrary to U.S. Law prohibited			
SCI							
No. of Pieces RCP	Gross Weight	kg	kg	Chargeable Weight	Rate Charge	Total	Nature and Quantity of Goods (incl. Dimensions and Volume)
250 CTNS	8056.00L 3654.178K			3654.00	1.82	6650.28	COMPUTER PARTS 250x12"x14"x13"
250 CTNS	8055.61L 3654.00K					6650.28	
Paid		Weight Charge		Other Charges			
4932.90				.00			
To Collect		To Collect		To Collect			
.00		.00		.00			
To Collect Charge Dis Agent		To Collect		To Collect			
.00		.00		.00			
To Collect Charge Dis Carrier		To Collect		To Collect			
986.60		.00		.00			
To Collect		To Collect		To Collect			
5919.50		.00		.00			
Currency Conversion Factor		CC Conversion Factor		Date of Issue		Place of Issue	
				11/19/03		TAIPEI	
To Collect		To Collect		To Collect		Signature of Issuing Carrier or its Agent	
.00		.00		.00		SAMPLE AGENT Signature of Shipper or his Agent	
						LAXCAN-676542	

House AWB

403	HKG	30323032				MBW03011701					
Shipper's Name and Address CHARM'S INDUSTRIAL LIMITED UNIT 502, HAPPY IND. CTR., 12, XYZ STREET, KLN BAY., KLN, HONG KONG			Shipper's Account Number _____			NOT NEGOTIABLE MBW (DEMO) Air Waybill Issued by _____ Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity					
Consignee's Name and Address ADC TRADING 2F, 16 DONG, ABC AREA, 14, SIN CHUN-DONG, SONG PA-GU, SEOUL, KOREA TEL:82 2345 2345 FAX:82 2435 2345			Consignee's Account Number _____			It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage subject to the conditions of contract on the reverse hereof. All goods may be carried by any other mode including road or any other carrier unless specific contrary instructions are given herein by the shipper, and shipper agrees that the shipment may be carried via intermediate stopping places which the carrier deems appropriate. The shipper's attention is drawn to the notice concerning carrier's limitation of liability. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.					
Issuing Carrier's Agent Name and City HELLO TRANS CORPORATION			Accounting Information								
Agent's IATA Code 1731492929		Account No. 3000929									
Airport of Departure (Addr. of First Carrier) and Requested Routing HONG KONG											
To	By First Carrier	Requested Routing	To	By	To	By	Currency (RRR)	UNIT	DECL	Declared Value for Carriage	Declared Value for Customs
ICN	PO						HKD	goods	PS	N. V. D.	N. C. V.
Report of Destination ICHEON, KOREA			Flight Date PO 143 17 JAN 03		Amount of Insurance NIL		INSURANCE - If Carrier offers insurance, and such insurance is required in accordance with the conditions thereof, it shall be insured in figures in box marked "Amount of Insurance".				
Handling Information _____											
											SCI
No. of Pieces	Gross Weight	kg	lb	Rate Class	Chargeable Weight	Rate	Charge	Total	Nature and Quantity of Goods (incl. Dimensions & Volume)		
10	57.0K				282.5K (VOL)	PREPAID AS ARRANGED			200YDS OF ARTICLE: SONATA-04 P. O. NO: 1234YH-AD 65 PCT POLYNOSIC 35 PCT POLYESTER WOVEN TEXTURE NO COMMERCIAL VALUE DIM: 48x56x63cm/10		
						VOL - 1693440 00CU					
						CM					
						VOL/WT - 282.50KG					
Prepaid		Weight Charge		Collect		Other Charges					
PREPAID		AS ARRANGED				CFS: HKD 197.0					
		Valuation Charge									
		Tax									
		Total Other Charges Due Agent									
		Total Other Charges Due Carrier									
						Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.					
						MBW (DEMO) _____ Signature of Shipper or His Agent					
Total Prepaid		Total Collect									
Currency Conversion Rates		CC Charges in Dest. Currency		17 JAN 2003		HONG KONG		MBW DEMO			
				Encured on (date)		at (place)		Signature of Issuing Carrier or His Agent			
For Carrier's Use only at Destination		Charge at Destination		Total Collect Charges							

	Master air waybill	House air waybill
Issued by	Carrier (an airline, shipping line or groupage service, for example)	Forwarding company (Kuehne Nagel, for example)
Issued on	Carrier's pre-printed air waybill form	Standard air waybill form
Signed by	Carrier or their agent	Forwarding agent (carrier not stated)
IATA rules	Apply	May or may not apply
T&Cs	Carriage T&Cs stated	Forwarder's T&Cs stated
References	MAWB number	MAWB & HAWB number

3.12.2 The bill of lading

A **bill of lading** (B/L or BoL) is used for maritime shipments.

It is a legal document issued by a carrier to a shipper that details the type, quantity and destination of the goods being carried.

A bill of lading also serves as a shipment receipt when the carrier delivers the goods to a predetermined destination. This document must accompany the shipped products and must be signed by an authorised representative from the carrier, shipper and receiver.

A bill of lading is a legally binding document that provides the carrier and shipper with the necessary details to accurately process a shipment.

The BoL has 3 functions:

- It is a document of title to the goods described
- It is a receipt for the shipped products
- It represents the agreed terms and conditions for the transportation of the goods

B/Ls usually carry the name of a specific person (consignee). This is called a "straight bill of lading" and means that the person to whom the shipment is being delivered is the only person who can sign for and accept the shipment. This bill of lading is non-transferrable.

SHIP FROM
 Name: _____
 Address: _____
 City/State/Zip: _____
 SID#: _____ FOB:

Bill of Lading Number: _____
BAR CODE SPACE

SHIP TO
 Name: _____ Location #: _____
 Address: _____
 City/State/Zip: _____
 CID#: _____ FOB:

CARRIER NAME: _____
 Trailer number: _____
 Seal number(s): _____
 SCAC: _____
 Pro number: _____

THIRD PARTY FREIGHT CHARGES BILL TO:
 Name: _____
 Address: _____
 City/State/Zip: _____

BAR CODE SPACE

SPECIAL INSTRUCTIONS:

Freight Charge Terms: (freight charges are prepaid unless marked otherwise)
 Prepaid _____ Collect _____ 3rd Party _____
 Master Bill of Lading: with attached underlying Bills of Lading
(check box)

CUSTOMER ORDER INFORMATION					ADDITIONAL SHIPPER INFO
CUSTOMER ORDER NUMBER	# PKGS	WEIGHT	PALLET/SLIP Y or N		
GRAND TOTAL					

CARRIER INFORMATION							LTL ONLY	
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(a) of NMFC Item 350.</small>	NMFC #	CLASS
QTY	TYPE	QTY	TYPE					
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:

 per _____
 The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____

COD Amount: \$ _____
 Fee Terms: Collect: Prepaid:
 Customer check acceptable:

NOTE Liability Limitation for loss or damage in this shipment may be applicable. See 49 U.S.C. - 14706(c)(1)(A) and (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.

SHIPPER SIGNATURE / DATE
This is to certify that the above named materials are properly classified, packaged, marked and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.

Trailer Loaded: By Shipper By Driver
 Freight Counted: By Shipper By Driver/pallets said to contain By Driver/Pieces

CARRIER SIGNATURE / PICKUP DATE
Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.

Shipper Signature

3.12.3 The waybill

A waybill is an official shipping document that travels with a shipment, identifies its shipper, transporter and consignee, origin and destination, describes the goods and shows their weight and freight. See above for more details on how to use the waybill copies.

The standard IFRC **waybill form** is available in annex to this Manual.

3.12.4 The CMR

A CMR is a waybill used in international road transportation. It is an abbreviation of a French term: “*Convention relative au contrat de transport international de marchandises par route*”.

If goods are being transported internationally by road within the European Economic Area, you must use a CMR note. At least three original copies are required, which are signed by both the freight carrier and the sender.

See [link](#) for members of the CMR convention – shipments by road from Europe to these countries (and back) require CMR letters. The CMR forms a contract between the sender and the carrier company and confirms that the carrier has received the goods. It also sets out the transport and liability conditions between the two parties.

The following details are part of the CMR waybill:

- Place and date of issue
- Address and name of sender
- Address and name of carrier
- Place and date of acquisition of the goods, and place of delivery
- Name and address of recipient
- Definition of the type of goods, as well as the type of packaging
- The quantity and sequence of the packages (“box 1 of 22” for example)
- The weight and dimensions of each box
- Statement of costs (for example, for freight, tariffs, extra charges, etc)
- Instructions for handling tariffs, and for other official regulations
- The agreement that all transports must conform to conventions, even if contents differ
- Mention of the prohibition of transshipment
- The costs carried by the sender
- The collection fees at delivery
- Exact information about the value of the transport goods
- All handling specifications from the sender to the carrier, for insurance
- The time limit by which the transport must be completed
- A list of all documents handed to the carrier

Colour-coding and disposal of CMR consignment note

Copy	Disposal	Colour
First copy (sender’s copy)	Retained by sender	Red
Second copy (consignee’s copy)	Accompanies the goods	Blue
Third copy (carrier’s copy)	Accompanies the goods	Green
Fourth copy (carrier’s file copy)	Retained by carrier	Black

Documenting shipments

- Air – **air waybill** (house and master).
- Sea – **bill of lading** CMR convention.
- Road – **CMR** or **waybill**.
- All other types – **waybill**.