

# Documentation for Different Modes of Transport

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Effective Documentation Practices

Session 2

DrZ

SECTION

2.1

# SEA FREIGHT DOCUMENTATION

# Bill of Lading (B/L)

- The Bill of Lading (B/L) is a critical document issued by the shipping line or freight forwarder
- Types of Bill of Lading
  - Straight B/L
  - Negotiable B/L (Order B/L)
  - Clean B/L
  - Claused B/L
  - Multimodal B/L

# Sea Waybill

- A Sea Waybill is a non-negotiable shipping document that serves as a transport contract and cargo receipt but does not transfer ownership of goods.
- **Key Features**
  - Faster Release of Cargo
  - Used for Established Trade Relationships
  - Simplifies Import Procedures



# Packing List & Commercial Invoice

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A Packing List is a shipping document that provides detailed information about the contents of a shipment.



A Commercial Invoice is a legal document issued by the seller to the buyer, detailing the transaction's financial aspects, such as the price, payment terms, and total value of the shipment.



# Cargo Manifest & Freight Certificate

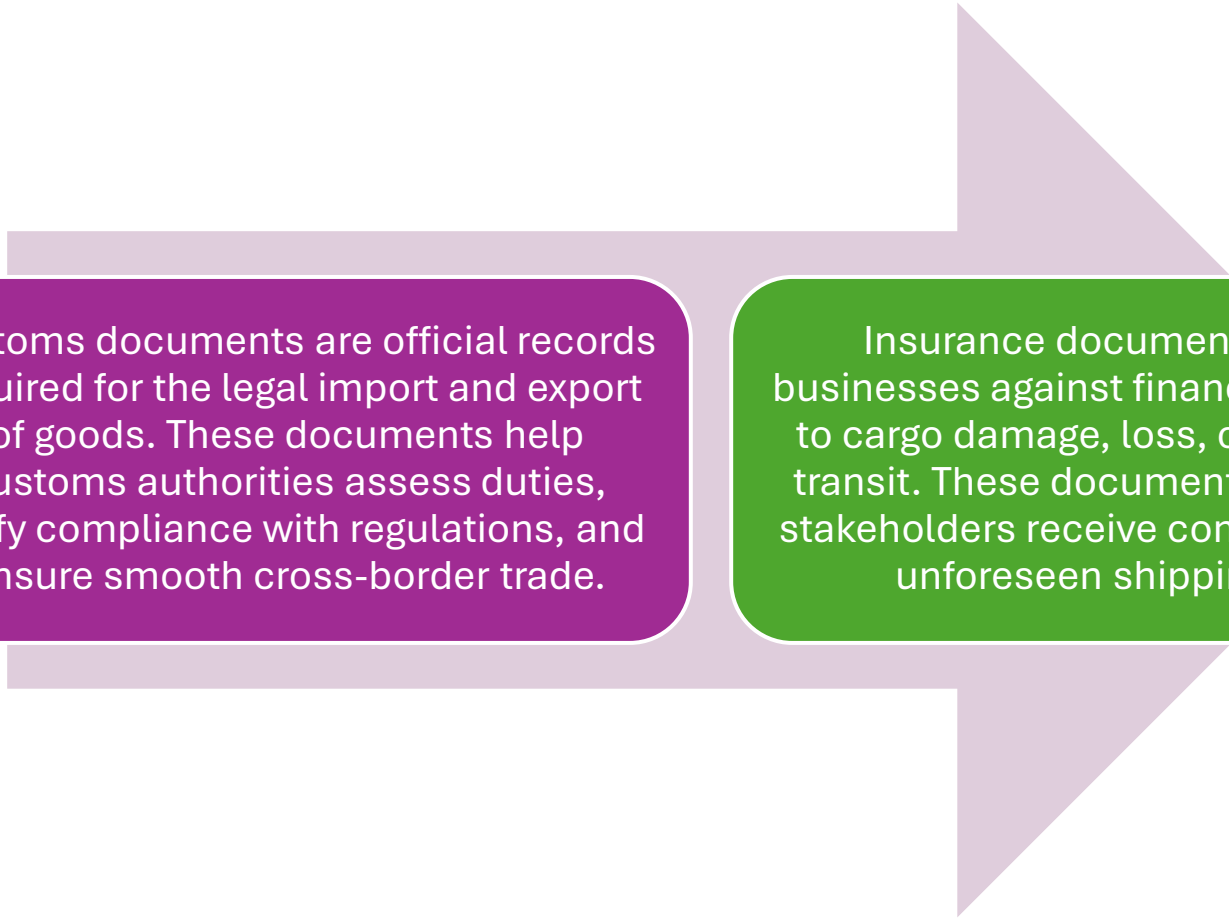
Cargo Manifest is a document listing all cargo loaded onto a vessel, including shipper and consignee details.

Freight Certificate  
Provides proof of freight charges and payment details between the shipper and carrier.

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# Customs & Insurance Documents

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Customs documents are official records required for the legal import and export of goods. These documents help customs authorities assess duties, verify compliance with regulations, and ensure smooth cross-border trade.

Insurance documents protect businesses against financial losses due to cargo damage, loss, or theft during transit. These documents ensure that stakeholders receive compensation for unforeseen shipping risks.

SECTION



2.2

# AIR FREIGHT DOCUMENTATION

# Air Waybill (AWB)

- An Air Waybill (AWB) is a transport document issued by an airline or freight forwarder

## Key Features

- Non-negotiable document
- Contains shipper, consignee, and cargo details to facilitate customs clearance and delivery.
- Includes liability and handling instructions for the airline and ground handlers.



# Cargo Manifest & Shipper's Declaration

- A Cargo Manifest is a document listing all shipments loaded onto an aircraft, including shipper and consignee details
- It is used by:
  - Airlines for cargo tracking.
  - Customs authorities for cargo inspection and tax assessment.
  - Handling agents to verify loading/unloading accuracy.



# Packing List & Commercial Invoice

A Packing List is a shipping document that provides a detailed breakdown of the contents of an air freight shipment. It helps customs authorities, freight forwarders, and receiving parties verify cargo details for accuracy and compliance.

A Commercial Invoice is a financial document issued by the seller to the buyer, detailing the value of goods shipped via air freight. It serves as the primary document for customs valuation and tax assessment.



# Import & Export Customs Clearance

Import customs clearance is the process of verifying and approving goods entering a country via air freight. It involves document submission, duty assessment, and security checks to ensure compliance with national trade regulations.

Export customs clearance is the process of verifying goods before they leave a country, ensuring compliance with export regulations and international trade agreements.

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SECTION

2.3

# ROAD FREIGHT DOCUMENTATION

# Consignment Note (CMR)

A Consignment Note (CMR) is a document used in road transport that serves as:

- ✓ A contract of carriage between the sender (shipper) and the carrier (transport company).
- ✓ A shipment record detailing goods transported, sender/receiver details, and vehicle information.
- ✓ Proof of shipment for logistics tracking and legal reference.



# Delivery Order & Proof of Delivery (POD)

- A Delivery Order (DO) is issued by the seller or freight forwarder to authorize the release of goods to the consignee.
  - A Proof of Delivery (POD) is a document signed by the consignee upon receiving goods, confirming successful delivery.
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# Packing List & Commercial Invoice

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A Packing List is a document that provides a detailed breakdown of the contents of a shipment.



A Commercial Invoice is a legal document issued by the seller to the buyer, detailing the financial aspects of a shipment.

# Permits & Regulatory Compliance Documents

**Certain goods require permits and regulatory documents before they can be transported by road.**



## **Key Documents Required:**

Import/Export Permits

Vehicle Permits & Licenses

Hazardous Goods Transport Permits

Cross-Border Transport Permits

SECTION

2.4

# RAIL FREIGHT DOCUMENTATION

# Rail Waybill

A Rail Waybill is a transport document issued by a railway carrier that serves as a contract of carriage between the shipper and the railway operator. It provides essential details about the shipment, routing, and consignee information.



# Freight Invoice & Packing List

- A Freight Invoice is issued by the railway carrier to the shipper, detailing the cost of transportation services. It serves as a financial record for payment processing and accounting.
- A Packing List provides detailed information about the shipment's contents, dimensions, and packaging. It is essential for cargo verification and customs clearance.

# Cargo Manifest & Consignment Note

- A Cargo Manifest is a detailed summary of all goods loaded onto a train, providing an overview of cargo distribution and weight. It helps logistics operators and customs authorities track shipments.
- A Consignment Note serves as an agreement between the shipper and the railway operator for transporting goods. It acts as proof of shipment and contains key details about cargo handling.







**THANK YOU!**