

Multimodal Transport & Warehousing Documentation

Effective Documentation Practices

Session 3

DrZ

SECTION

3.1

MULTIMODAL
TRANSPORT
DOCUMENTATION

Combined Transport Bill of Lading (CTBL)

- A Combined Transport Bill of Lading (CTBL) is a legal transport document that covers the movement of goods across multiple transport modes under a single contract.
- **Key Features**
 - ✓ Serves as a contract of carriage between the shipper and MTO.
 - ✓ Covers goods from origin to final destination across multiple transport modes (e.g., sea + rail + road).
 - ✓ Negotiable (can be transferred to another party) or non-negotiable, depending on trade requirements.
 - ✓ Acts as proof of shipment, crucial for cargo tracking and insurance claims.

Multimodal Waybill

- A Multimodal Waybill is a transport document issued by the carrier or freight forwarder, detailing cargo movement across different modes without conferring ownership rights like a Bill of Lading.
- **Key Features**
 - ✓ Acts as a receipt of goods issued by the carrier.
 - ✓ Contains shipment details, including origin, destination, transport modes, and handling instructions.
 - ✓ Facilitates customs clearance and regulatory compliance without requiring cargo ownership transfer.
 - ✓ Useful for time-sensitive shipments, as no endorsement is required for cargo release.

Freight Forwarder's Certificate of Receipt (FCR)

- A Freight Forwarder's Certificate of Receipt (FCR) is issued by a freight forwarder to confirm that they have received goods from the shipper for further transport.
- **Key Features**
 - ✓ Confirms that the freight forwarder has taken possession of the cargo from the shipper.
 - ✓ Used for international trade finance (especially in Letter of Credit transactions).
 - ✓ Non-negotiable – it does not act as a title document like a Bill of Lading.
 - ✓ Helps in supply chain tracking, ensuring cargo accountability before departure.

Customs & Regulatory Compliance Documents

- Customs and regulatory compliance documents are required for cross-border and international multimodal shipments to ensure adherence to trade regulations, duty payments, and security protocols.
- **Key Documents in Multimodal Transport**
 - ✓ Customs Declaration (K1/K2 Forms)
 - ✓ Certificate of Origin (COO)
 - ✓ Import/Export Permits
 - ✓ Dangerous Goods Declaration

SECTION

3.2

INTERMODAL
TRANSPORT
DOCUMENTATION

Intermodal Bill of Lading



An Intermodal Bill of Lading (B/L) is a legally binding transport document that covers the movement of cargo across different modes of transport within an intermodal network.



Key Features

Contract of carriage between the shipper and multiple carriers.

Specifies containerized transport across rail, truck, sea, or air under separate agreements with different carriers.

Provides tracking details, shipment weight, and routing information.

May be either negotiable (transferable) or non-negotiable (fixed consignee).

Terminal Handling Charges & Transfer Documents



- Terminal handling charges (THC) and transfer documents are financial and operational records related to cargo movement within intermodal terminals.
- **Key Features**
 - ✓ Terminal Handling Charges (THC)
 - ✓ Intermodal Transfer Documents
 - ✓ Gate Pass & Delivery Orders

Cargo Manifest & Packing List

- A Cargo Manifest is a consolidated document listing all goods within an intermodal shipment, detailing container contents, weight, and consignee information.
- A Packing List provides a breakdown of individual items within the shipment, specifying dimensions and packaging details.

Key Features

- **Cargo Manifest:**
 - ✓ Essential for customs clearance and cargo tracking.
 - ✓ Lists all items within an intermodal shipment, categorized by transport mode.
 - ✓ Used by authorities for security inspections and duty assessments.
- **Packing List:**
 - ✓ Provides itemized details such as product descriptions, weights, and dimensions.
 - ✓ Ensures that cargo is properly packed for intermodal handling.
 - ✓ Assists in insurance claims in case of damage or loss.

Insurance & Risk Management Documents



Intermodal shipments involve multiple transport modes, increasing risks such as cargo damage, delays, or theft. Insurance and risk management documents protect shippers, freight forwarders, and consignees from financial losses.



Key Features

- Cargo Insurance Certificate
- Letter of Indemnity (LOI)
- Force Majeure
- Claims Documentation

SECTION

3.3

WAREHOUSING &
STORAGE
DOCUMENTATION

Warehouse Receipt



A Warehouse Receipt is a legal document issued by a warehouse operator confirming the receipt of goods for storage.



Key Features

Proof of ownership

Details storage conditions

Facilitates inventory tracking

Inventory Management & Stock Reports



Inventory management documents and stock reports track the movement of goods in and out of a warehouse.



Key Features

Stock Movement Reports

FIFO (First-In, First-Out) & LIFO (Last-In, First-Out) Reports

Automated Warehouse Management System (WMS) Reports

Storage Agreements & Lease Contracts



A Storage Agreement or Lease Contract is a legally binding document between a warehouse operator and a client, outlining the terms of storage, rental costs, and liabilities.



Key Features

Defines storage period and rental fees

Liability clauses

Insurance requirements

Quality Inspection & Compliance Certificates



Quality inspection and compliance certificates verify that stored goods meet regulatory and industry standards before being distributed to customers.



Key Features

Inspection Reports

Halal Certification

ISO & HACCP Certifications

Safety & Environmental Compliance

SECTION

3.4

DISTRIBUTION &
LAST MILE DELIVERY
DOCUMENTATION

Delivery Order & Proof of Delivery (POD)

- A **Delivery Order (DO)** is an official document issued by the seller or supplier to authorize the release of goods for delivery to the buyer or consignee.
- **Proof of Delivery (POD)** is a confirmation that the goods have been received by the intended recipient, often signed by the consignee upon delivery.

Key Features:

- ✓ Includes order details
- ✓ Verifies receipt of goods
- ✓ Essential for invoicing and dispute resolution
- ✓ Can be digitized



Route & Tracking Reports

- Route and tracking reports document the movement of goods throughout the delivery process, providing visibility into real-time locations, estimated arrival times, and potential delays.
- **Key Features**
 - ✓ Real-time GPS tracking
 - ✓ Driver performance reports
 - ✓ Delivery time estimates
 - ✓ Optimized delivery routes



Retail & Distribution Invoices

- Retail and distribution invoices serve as financial documentation for transactions between suppliers, wholesalers, retailers, and customers.
- **Key Features**
 - ✓ Lists sold items, quantities, and prices
 - ✓ Includes GST/SST (Sales and Service Tax) details
 - ✓ Indicates payment terms
 - ✓ Facilitates accounting and tax filing



Returns & Claims Documentation

- Returns and claims documentation is used when customers return defective, damaged, or incorrect items. It facilitates refund processes, replacements, and warranty claims.
- **Key Features**
 - ✓ Return authorization forms
 - ✓ Claims for damaged goods
 - ✓ Warranty documentation
 - ✓ Logistics return reports





THANK YOU!