

20 Bill of Lading Items Manufacturers Should Verify

Filling out a bill of lading incorrectly or incompletely can result in shipping delays, unexpected costs, or other issues. Double check the items in this list to avoid problems.

- 1. Date of Shipment**
- 2. Consignee** – Receiver of shipment
- 3. Shipper** – Origin of shipment picked up by carrier
- 4. Added services and added fees** – Discuss prior to pickup with carrier
- 5. COD (Collect on Delivery)** – A payment collected at destination by shipper of goods delivered
- 6. Bill to Payer** – Charges for shipping if different than physical address of shipper, for example a P.O. box
- 7. Paying Party** – Shipper, consignee/receiver, third party
- 8. Service Type** – Regular transit, guaranteed day, expedited
- 9. Special Instruction** – Pickup, destination requires call ahead notification, back door delivery, ring bell, gate entry, etc.
- 10. Consignee** – Freight shipment signed by receiver if shipper requires collection of payment
- 11. No. Pcs., Pkg Type, HM** – This describes piece count, what the product sits on (pallet, crate or box) or if the product is hazardous material (HM)
- 12. Description of Goods** – Describe what product is being shipped
- 13. Weight** – Be as precise as possible on weight
- 14. NMFC** – VERY important transportation “code” necessary on the BOL to avoid invoice correction issues. It is a six-digit number provided by the carrier or NAM freight rep.
- 15. Classification** – Product ships under National Freight NMFC and Class # ranging from Class 50-500
- 16. Hazmat** – If shipment is labeled hazardous, a Hazmat company name and contact number are necessary on the BOL for pickup
- 17. Insurance Liability Coverage** – Insurance added to a “high value” product where extra insurance protection is requested
- 18. Signature of Driver of Carrier** – Driver signs BOL, seal number of truck
- 19. Tracking Number** – Tracking taped to BOL or printed out from website for tracking during transit. In most cases the invoice number is tracked as well.
- 20. Signature** – Shipper/driver signs to verify no damages before transit, the piece count and date received

CUSTOMER SERVICE 1-800-333-7400
STRAIGHT BILL OF LADING - SHIPPING ORDER NOT NEGOTIABLE - DOMESTIC

DATE
1. Date of Shipment

CONSIGNEE (TO)			SHIPPER (FROM)			
2. Consignee			3. Shipper			
STREET ADDRESS			STREET ADDRESS			
CITY	STATE	ZIP (REQUIRED)	CITY	STATE	ZIP (REQUIRED)	
P.O. NUMBER	STORE #	COUNTRY	BILL OF LADING NUMBER	STORE #	COUNTRY	
CONSIGNEE PHONE #		CONTACT NAME	SHIPPER PHONE #		CONTACT NAME	
DELIVERY SERVICES			PICK-UP SERVICES			
<input type="checkbox"/> Liftgate <input type="checkbox"/> Inside Delivery <input type="checkbox"/> Limited Access <input type="checkbox"/> Notification Before Delivery <input type="checkbox"/> Residential <input type="checkbox"/> Sort/Segregate			<input type="checkbox"/> Liftgate <input type="checkbox"/> Inside Pickup <input type="checkbox"/> Limited Access <input type="checkbox"/> Protect from Freezing			
4. Added services and added fees			8. Service Type			
BILL TO			REMIT C.O.D. CASH / CHECK TO			
6. Bill to Payer			5. COD (Collect on Delivery)			
ADDRESS			FEE COLLECT UNLESS OTHERWISE MARKED <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/> IF NOT CHECKED, BOTH ARE ACCEPTABLE COD SHIPMENTS GOVERNED BY UPGF 102 RULES ITEM 430 COD AMT \$ _____			
CITY	STATE	ZIP (REQUIRED)	<input type="checkbox"/> CONSIGNEE CHECK ACCEPTABLE <input type="checkbox"/> CERTIFIED CHECK OR CASH			
FREIGHT CHARGES ARE PREPAID UNLESS OTHERWISE MARKED 7. Paying Party CHECK ONE: <input type="checkbox"/> Prepaid <input type="checkbox"/> Collect <input type="checkbox"/> Third Party Prepaid						
Section 7 signature is not valid on Guaranteed Services. Guaranteed Services are subject to the terms, conditions and limitations set forth in the UPGF 102 Rules Tariff.						
<input type="checkbox"/> LTL GUARANTEED A.M. SERVICE REQUESTED (if box is checked) GRAM By checking this box, you request UPS Freight to deliver this shipment by 12 PM on the standard day of service and agree to pay all fees associated with this service.			<input type="checkbox"/> LTL GUARANTEED SERVICE REQUESTED (if box is checked) GRTD By checking this box, you request UPS Freight to deliver this shipment on the standard day of service and agree to pay all fees associated with this service.			
Special Instructions			FOR FREIGHT COLLECT SHIPMENTS			
9. Special Instruction			Subject to Section 7 of conditions of applicable bill of lading. If this shipment is to be delivered to the consignee, without recourse on the consignor, the consignor shall sign the following statement. UPS Freight may decline to make delivery of this shipment without payment of freight and all other lawful charges. Consignor Signature 10. Consignee			
DESCRIPTION OF ARTICLES, WEIGHT, NMFC & CLASS ARE SUBJECT TO CORRECTION						
NO. PCS.	PKG TYPE	HM ⁺	DESCRIPTION OF ARTICLES & SPECIAL MARKS	WEIGHT (lbs.)	NMFC NO.	CLASS
11. No. Pcs., Pkg Type, HM		12. Description of Goods		13. Weight	14. NMFC	15. Classification
TOTAL CUBE:						
⁺ Mark with an "X" to designate hazardous materials as defined in title 49 of the Code of Fed. Reg. HAZARDOUS MATERIAL EMERGENCY CONTACT INFORMATION BELOW: 16. Hazmat CONTACT NAME: _____ CONTACT PHONE # _____ CONTRACT # _____						
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, the property described above, in apparent good order, except as noted (contents and condition of contents of packages unknown) marked, consigned and destined as shown above, which said carrier agrees to carry to destination, if on route, or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all conditions not prohibited by law, whether printed or written, herein contained, including conditions on the back hereof, which are hereby agreed to by the shipper and accepted for itself and its assigns. Where a third party bill to or broker exists, carrier holds both the shipper and consignee liable for freight charges.						
Note (1) Where the rate and carrier's liability is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: "The agreed or declared value of the property is _____ specifically stated by the shipper to be not exceeding _____." Note (2) CARRIER LIABILITY for loss or damage will be the lesser of: (1) the actual invoice value of the article(s) lost, damaged or destroyed; or (2) the NMFC or (3) the limits provided in the applicable tariff unless Excess Declared Value Coverage* is specifically requested. Excess Declared Value Coverage is provided in writing on the bill of lading at the time of shipment and applicable charges are paid. Carrier's UPGF 102 series rules tariff** is incorporated herein by this reference; please carefully review the tariff to determine the applicable limits of liability for the type of article(s) being shipped. *Certain articles are subject to a limited declared value, with a choice of rates under the tariff; please review the tariff provisions before stating a value. SHIPPER REQUESTS EXCESS DECLARED VALUE COVERAGE IN THE AMOUNT OF \$ _____. Note (3) 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 Sec. 2(e) of NMFC Item 360.						
PLACE CARRIER PRO LABEL HERE			TRAILER NUMBER: _____ LINEAR FEET OF SHIPMENT: _____ SEAL # APPLIED: 19. Tracking Number <input type="checkbox"/> SHIPPER LOAD / <input type="checkbox"/> CONSIGNEE UNLOAD			
Firm name: _____ Signed By: 20. Signature			Carrier: _____ Date received: _____			
			Driver: _____ UPS Freight resp. piece count: _____			
This is to certify that the above named materials are properly classified, described, packaged, marked, and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. OTC-199 (Rev 01/13)						