2.2. Shipper's Documentation

(For carrier deviating/additional rules see section 8.3.)

2.2.1. Instructions for Carriage

A. Introduction
Shipper's instructions for carriage may be given verbally or in writing using preferably the Shipper's Letter of Instruction, which is available at carriers' offices. Other documents such as the US Government Bill of Lading are also acceptable.

B. Shipper's letter of instruction
1. Description
The Shipper's Letter of Instruction is a form designed for use by shippers to instruct the carrier to issue the air waybill on their behalf. The form provides all details necessary for the issuance of the AWB and authorizes the carrier to sign the AWB in the name of the shipper.

2. Completion
The completion must take into account the following 16 items:

1. **Shipper:**
   Show shipper's full name, street address, city, country and phone or telex number, if known.
2. **Consignee:**
   Show consignee's full name, street address, city, country and phone or telex number, if known.
3. **Airport of Departure:**
   Show the name of the airport in full.
4. **Airport of Destination:**
   Show the name of airport (or city if airport is unknown). In cases where the same city name is used in more countries to add the name of the country, e.g. London U.K. versus London, Ont.
5. **Requested Routing/Requesting Booking:**
   Airline routings apply, unless shipper inserts specific routing and requires booking.
6. **Marks and Numbers:**
   Show shipper's marks and numbers as they appear on the packages.
7. **Number and kind of Packages:**
   Show the total number of pieces in the consignment, indicating also the manner of packing such as package, carton, case, crate, bag, roll, etc. If pieces are not packed, describe as "loose".
8. **Description of goods:**
   Each item contained in the consignment must be described separately in sufficient detail to show its nature, for example: 9 reels of exposed motion picture 35 mm film, newsreel (Origin USA).
   This description of goods must conform with statements contained in such accompanying documents as Shipper's Export Declarations, Commercial or Consular Invoices and Import Licences. Dangerous goods must show the proper and definite name and class of the label applied to the package if any is required.
9. **Gross Weight:**
   Show the exact gross weight in kg. or in lb.
10. **Measurement:**
    Enter the measurements of the greatest length, greatest width and greatest depth, specifying the unit of measurement.
11. **Air Freight Charges/Other Charges at Origin:**
    Shipper must indicate whether "Prepaid" or "Collect" is desired as determined in Section 7.2.2./7.2.3., Information by Country, of this Tariff. In case shipper does not indicate either one, he thereby authorizes the consignment to be forwarded "charges prepaid".
12. **Declared Value for Carriage:**
    The amount of the "Value for Carriage" to be declared by shipper must be shown in this box. If no value declared, shipper must insert the abbreviation NVD (No Value Declared).
13. **Declared Value for Customs:**
    International shipments are usually inspected by the Customs of the country of destination and any duties assessed are based on the value shown in this box.
14. **Insurance Amount Requested:**
    If the carrier provides insurance cover, the amount of insurance desired must be specified in this section. Unless this is done, shipment will not be insured. Insurance becomes effective in the amount declared for insurance at the moment the Shipper's Letter of Instruction is signed and the consignment leaves the shipper's possession.
15. **Handling Information and Remarks:**
    Show any desired additional information, such as "Also Notify" i.e. show the full name and address of a party other than the consignee whom the shipper also wishes to be notified of arrival.
16. **Date/Signature:**
    Shipper must enter here the date on which he signs Shipper's Letter of Instructions.

C. U.S. Government Bill of Lading

1. Description
A U.S. Government Bill of Lading (abbreviated as USGBL) is a document which is presented by a U.S. Government Official with goods whose freight charges will be paid by the U.S. Government at Washington. It serves as a shipper's letter of instruction and moreover, after it has been signed by the consignee, as an invoice to the U.S. Government for the freight charges.

2. Procedure
Because of the invoice function of a USGBL, Carrier must, when accepting goods with a USGBL, act as follows:
- insert the number (including the carrier code number) of the AWB which will cover the goods;
- insert the date;
- sign;
- indicate a check mark for acceptance of the original USGBL form (U.S. Standard Form No. 1103 or form No. 1203) if applicable (this original may also be sent by the shipper direct to the consignee);
- check that the billing address is duly completed if not yet performed by the preceding surface carrier.

The AWB must specifically refer to the letter and number of the USGBL, by addition in the box "Accounting Information" of: "U.S. GBL No ....."
The charges must be inserted on the AWB **as if** the goods were shipped on a charges collect basis. If Carrier receives the USGBL together with the goods, it must be attached to the AWB and be mentioned thereon under "Documents to accompany AWB".

Note:
Insurance and any other additional service must not be provided unless the USGBL specifies this.

3. Delivery
Upon delivery of the consignment at the airport of destination, the delivering carrier shall complete the "Certificate of Carrier Billing for Charges" section of the USGBL. These entries must be completed accurately and in full. The certificate must be signed by the delivering carrier's representative.

2.2.2. Other Documents
In addition to the Shipper's Letter of Instruction the following documents are required when appropriate:
- Shipper's Declaration for Dangerous Goods
- Shipper's Certification for Live Animals
- A copy of the Vendors Commercial Invoice for consignments shipped at a specific commodity rate between IATA Areas 1 and 2 and between IATA Areas 3 and 1.

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