



Customer Advisory #79 – 2010
Export Documentation Requirements
Reminder

Dear Valued Customer,

The CMA-CGM Export Documentation Team has been receiving an increased amount of incomplete Shipping Instructions recently, so we would like to take this opportunity to remind you of the information that must appear on your Shipping Instructions in order to allow seamless processing of your Bill of Ladings. The following information is **REQUIRED** on your Shipping Instructions. If your Shipping Instructions are missing ANY of the items listed below, they will be considered incomplete, and production of your Bill of Lading will be delayed until the necessary information is received:

1. Automated Export System (AES) Internal Transit Number (ITN), or equally legitimate exemption statement as recognized by U.S. Customs
2. Container and seal number(s)
3. FMC Number for the U.S. Freight Forwarder of record (if listed on the Shipping Instructions)
4. Complete Consignee details at destination (including address, phone and fax numbers)
5. Routing of the shipment (Port of Loading and Final Destination)
6. Freight Terms (Prepaid or Collect)
7. Breakdown of piece count, package type, weight, and volume per container, clearly notating the unit of measure for each (i.e. KGS, LBS, CFT, CBM etc.)
8. Complete commodity description
9. Bill of Lading type being requested (Originals vs. Waybill) and release instructions
10. Dimensions of cargo (L x W x H) for Flat Rack, Open Top and Out of Gauge cargo
11. Hazardous information, including Emergency Contact details or Reefer information if applicable to booking

CMA CGM will **NOT accept**:

1. Shipping Instructions received by someone other than the named Shipper or Freight Forwarder without approval from the Shipper in writing
2. Dock Receipts, Hazardous Declarations, or Packing Lists submitted in place of Shipping Instructions

**All costs generated due to delays resulting from the receipt of incomplete Shipping Instructions will be applied to the shipper's account. Should you have any questions, please contact the undersigned.

Best regards,

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