

USA and Canada - Shipping Instructions Guidelines (reminder)

Dear Customer,

To enhance documentation response times and ensure a high level of invoice accuracy, we kindly request that you provide the following information as accurately as possible when submitting your shipping instructions for each Bill of Lading.

Effective January 13, 2025, shipping instruction requests must include all the required details outlined below and be submitted before the documentation cutoff to ensure compliance with vessel loading requirements. Requests missing any of the necessary information will not be processed. **Any bill of lading amendment requests must follow the same requirements to ensure timely processing.**

Required Information:

General Details:

- **Bill of Lading Type:** (Sea Waybill or Original Bill of Lading)
- **Export Customs References:** (POR / CCN or ITN)
- **Port Pairs:** Ensure alignment with the booking confirmation/routing.
- **Payment Terms:** Specify clearly.
- **Cargo Value:** Do not include on the Bill of Lading.

Bill of Lading Parties:

- **Shipper:** Complete address, including phone and email address.
- **Consignee:** Full address (if not "To Order..."); include contact details such as phone and email.

Optional Parties:

- **Freight Forwarder:** Include FMC OTI License # (for shipments in the USA).
- **Notify Party:** If different from the consignee, provide complete contact information, including phone and email.

Container Information:

- Container Number(s) (if available).
- Seal Number(s) (if available).
- Commodity Description(s).
- HS Code(s).
- Piece Count(s).
- Gross Weight(s).
- OOG or Breakbulk must provide dimensions
- Reefer containers must provide vent settings and temperature

Additional Requirements by Destination Country:

Certain destinations require specific information. Please include these details where applicable:

- **MTD Type:** (e.g., Colombia – OBL only).
- **Volume(s):** (e.g., Japan).
- **NCM Code:** (e.g., Brazil).
- **Cargo Value:** For manifest purposes only, as required by the destination country (e.g., India).
- **Tax Identification Numbers:** (e.g., CN Tax ID for Argentina, ABN# for Australia).
- Other details as necessary.

Important Reminder:

The contracting/shipper party or its affiliates named in the service contract must appear on the Bill of Lading as either the shipper or consignee, in accordance with our Terms and Conditions.

For any questions, please contact your respective documentation department:

- **For Canada:** canada@service.hlag.com
- **For United States:** USA@service.hlag.com
- **For Long Beach:** doc.uslb@csd.hlag.com

Thank you for your attention and cooperation.

Regards,
Hapag-Lloyd (America) LLC