ICAT

PACKING LIST INSTRUCTIONS

What is a packing list?

A packing list itemizes the goods contained in your freight and includes the weights, measurements, and detailed descriptions of the contents in each package of your shipment. This document is used by freight forwarders to determine weights and freight costs, and by US and/or foreign customs officials to check the content of a specific package or carton.

How to fill out a packing list

The Packing List template we provide contains the important information and instructions for all stakeholders to use when shipping (including freight forwarders, carriers, customs, and agents).

Information needed for a packing list

Below is a breakdown of the information needed to complete a Packing List (from top to bottom, using our Packing List template).

Field name	What information is needed
Invoice Number	This is usually the number designated for the shipment by the exporter. For ICAT, this would be the shipment or House Air Waybill (HAWB) number.
Shipper	The name and address of the shipper or principal party responsible for transporting the materials.
Consignee	The name and address of the company or party receiving the goods or materials for designated end-use.
Ship Via	The specific mode of service being utilized (i.e., ocean liner service, ocean consolidation, IATA air shipment, air consolidation, truck, rail).

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Carrier	The name of the vendor or carrier handling the shipment.
Load Port	The port of loading or intermodal transaction starting point.
Discharge Port	The port of unloading or discharge, or intermodal destination point.
Packing List Number and Date	The unique packing list reference number and the date the packing list was issued.
Terms of Sale	The Incoterm designation for the trade transaction for **international shipments**. Please refer to our Incoterms Quick Reference Guide to review and select the appropriate option.
Mode of Transport	How the shipment is being moved (i.e., air, ocean, road, rail, multimodal).
Exporter References	Additional shipment identification numbers for the exporter or shipper.
Consignee References	Purchase Order (PO) numbers or other identification numbers for the consignee.
Special Instructions	Any important information or requirement(s) for the shipment (i.e., ship only 40' containers, do not double stack cargo, name of overseas agent).
Country of Destination	The final destination country where the shipment will be delivered.
Forwarding Agent	This is **ICAT Logistics**, the forwarder assigned to handle the transportation and documentation for the shipment.

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Package Number	The sequential package number in the total shipment (i.e., 1 of 5).
Quantity	Number of units of the product or contents included in that specific package.
Description/Contents/Marks	Clear description of the items inside each package, including identifying marks and/or labels.
Dimensions	The external length, width, and height of each package using the required units of measure.
Cubic Volume	The total volume of each package based on its dimensions (cubic meters and/or cubic feet).
Gross Weight	The weight of the shipment, including packing material.
Net Weight	The actual weight of the goods or product.

PLEASE NOTE:

Other Data Requirements:

Many countries specify that certain statements, clauses, signatures, etc. be included on the invoice, particularly Hazardous Materials statements.

US Shippers must include the clause:

"These commodities, technologies or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to US Law prohibited."