

## **Packing List Instructions**

Exporter/Shipper - The name and address of the U.S. exporter or the principal party responsible for exporting the material from the United States.

Ultimate Consignee/Consigned To/Ship To - The name and address of the company or party receiving the goods or material for designated end-use.

Sold To/Invoice To - The name and address of the company or party, either domestic or foreign, responsible for payment of the invoice.

Purchase Order Number - The Purchase Order Number or numbers of the consignee or other identifying transaction number meaningful to the consignee or buyer.

Export References - Other references to identify the shipment.

Forwarding Agent - AEI, Exporter/Shipper can enter the nearest AEI office address.

Date of Shipment - Date cargo is being exported or shipped foreign.

Domestic Routing/Export Instructions - Trucking, rail or information regarding the transport of the material to the export location or other instructions pertaining to the shipment, mode of transport - ocean, air, air consolidation, NVOCC ocean consolidation etc.

Exporter File Number - An identification number for the shipment assigned by the exporter or shipper.

Invoice Number - The commercial invoice number, usually the Accounts Receivable number, designated for the shipment by the exporter. The invoice number is requirement for foreign customs.

Invoice Date - Date of Commercial invoice

Marks & Numbers - Identifying marks and/or numbers physically on the cargo, container number, etc.

Cubic Volume - The measurement of the shipment in cubic equivalents: cubic meters and/or cubic feet.

Gross Weight - The weight of goods or material including packing, skidding, dunnage, etc. Net weight of goods or merchandise plus packing material (tare weight) equals gross weight.

Net Weight - The Weight of goods or merchandise without packing material. Gross weight minus weight of packing material (tare weight) equals net weight.

Measurements - Height, width and length of each unit shipped. If shipping 10 cartons each with the same dimension enter the dimensions only once and show a quantity of 10. A separate entry is required for each unit/package included in the shipment with different dimensions.

Quantity - The number of units/packages shipped.

Shipment Contents/Description of Goods - A description of the goods or merchandise included in the export shipment. Special notification is required for hazardous material.

**NOTE:** Totals should be accumulated for total number of units shipped, gross weight, net weight, and total cubic measurement of the shipment.