

UPS Supply Chain Solutions<sup>™</sup>

# Air Waybill Instructions

# **Table of Contents**

I.	Introduction	6	;
	Usage Instructions	6	
II.	Section One	7	•
	Shipper's Information	7	
	1A. "Shipper's Account Number"		
	1B. "From (Your Name)"		
	1C. "Phone Number"		
	1D. "Company Name"		
	1E. "Shipper's Address"		
	1F. "Zip/Postal Code"		
	1G. "Reference Number"		
III.	Section Two	9	
	Consignee's Information	_	
	2A. "Account Number"		
	2B. "To (Contact Name)"		
	2C. "Phone Number"		
	2D. "Company Name"		
	2E. "Consignee's Address"		
	2F. "Zip/Postal Code"		
	2G. "Consignee's Reference Number"		
	2H. "Country"		
IV.	Section Three	1	1
	Services	11	•
		11	
V.	Section Four	1	2
	Shipment Details	12	
	4A. "Description"		
	4B. "Total Pieces"		
	4C. "Total Weight"		
	4D. "Skid Information"		
	4E. "Special Instructions"		
	4F. "Handling Instructions"		
	4G."Authorization/Confirmation Number"		
	4H. "International Customs Value"		
	4I. "International Insurance"4J. "Consignee ID Number For Customs"		
	4J. Consignee ID Number For Cusioms 4K. "Harmonized Code"		
	4L. "Country of Manufacture"		
\/I		_	<b>.</b>
VI.	Section Five	-	5
	Method of Payment	15	
	5A. Method of Payment		
	5B. "Third Party Bill"		
	5C. "GBL Billing"	16	
VII.	Section Six	1	7
	Terms and Conditions	17	
	6A. Instructions		
	6B. "Check To Shipper"		
	6C. "Declared Value and Limits of Liability"		
	6D. "Authorization and Signature and Date"		



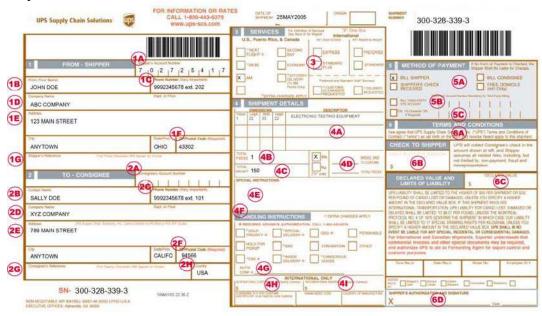
#### I. Introduction

# **USAGE INSTRUCTIONS**

Use this Air Waybill form for domestic shipments of any size or value, and international shipments valued at less than U.S. \$2,500. For international shipments over U.S. \$2,500, complete a Shipper's Letter of Instructions.

Properly completed paperwork helps us to process and deliver your shipments faster. Please be sure that all information is complete and accurate.

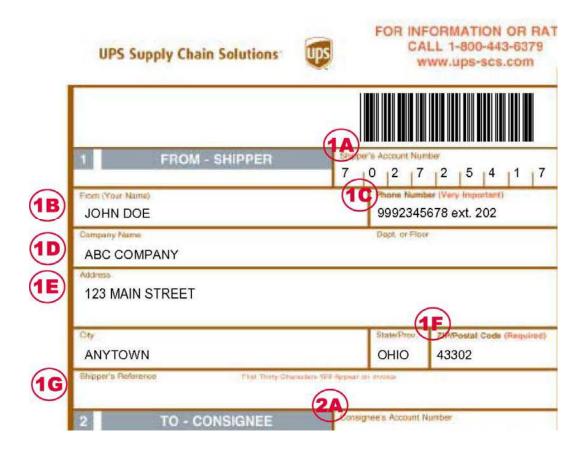
Clicking on the Air Waybill's individual sections will take you to a description of what type of information needs to appear in that area when you are completing an actual Air Waybill form.





#### II. Section One

## SHIPPER'S INFORMATION



## **1A. "ACCOUNT NUMBER"**

If you are to receive and pay the invoice (or if you have automatic third party billing), your nine-digit UPS Supply Chain Solutions Account Number must appear in the "Shipper's UPS Supply Chain Solutions Account Number" box.

## 1B. "FROM (YOUR NAME)"

Insert your name (first and last) here.



## **1C. "PHONE NUMBER"**

This is very important. Please list a phone number where we can reach someone if needed.

### **1D. "COMPANY NAME"**

Insert Shipper's Company Name here.

### 1E. "SHIPPER'S ADDRESS"

Insert shipper's complete address here.

#### 1F. "ZIP/POSTAL CODE"

Please insert shipper's zip/postal code here. This information is required.

### 1G. "REFERENCE NUMBER"

Insert the Shipper's Reference Number here. The first Thirty Characters will appear on the UPS Supply Chain Solutions invoice.



#### III. Section Two

# CONSIGNEE'S INFORMATION



### **2A. "ACCOUNT NUMBER"**

If the consignee (receiver of the shipment) is to receive and pay the invoice then the consignee's nine-digit UPS Supply Chain Solutions Account Number must appear in the "Consignee's UPS Supply Chain Solutions Account Number" box.

## 2B. "To (CONTACT NAME)"

Please insert contact (first and last) name.

## **2C. "PHONE NUMBER"**

**Important:** please list a phone number where we can reach someone if needed.



### **2D. "COMPANY NAME"**

Insert Consignee's Company Name here.

### **2E. "CONSIGNEE'S ADDRESS"**

Insert consignee's complete address here.

### **2F. "ZIP/POSTAL CODE"**

Please insert consignee's zip/postal code here. This information is required.

## **2G. "Consignee's Reference Number"**

Insert the Consignee's Reference Number here. The first Twenty Characters will appear on the UPS Supply Chain Solutions invoice.

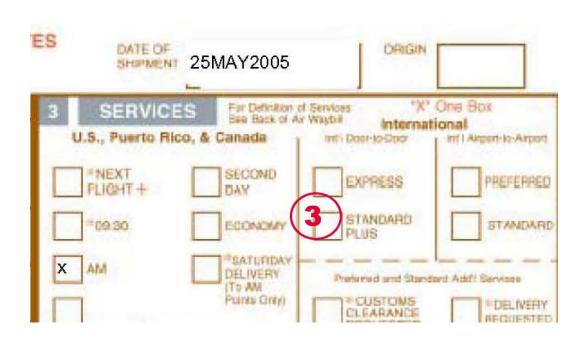
#### 2H. "COUNTRY"

Insert the Consignee's country (Destination Country) here.



#### IV. Section Three

# **SERVICES**

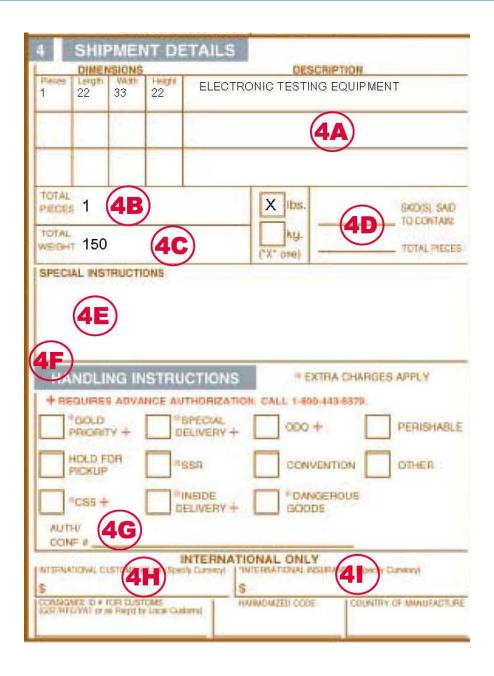


Please mark the appropriate box with an "X" next to the service you want. For U.S. and Canada shipments, if you do not specify the type of service required, your shipment will receive Next Day AM Service where available and will be charged the appropriate rate.



#### V. Section Four

# SHIPMENT DETAILS





#### **4A. "DESCRIPTION"**

A description should be given for all shipments. Dangerous Goods or other restricted or high value commodities **must** be described in this section.

#### **4B. "TOTAL PIECES"**

Please indicate the total number of packages in your shipment.

#### 4C. "TOTAL WEIGHT"

Indicate the total weight of your shipment, and mark "X" in the appropriate pounds or kilos box.

#### 4D. "SKID INFORMATION"

If your shipment is palletized, please indicate the number of skids and the total number of pieces of the shipment.

#### 4E. "Special Instructions"

Please list any special handling instructions in this space.

### **4F. "HANDLING INSTRUCTIONS"**

Mark the appropriate box with an "X" next to your special handling requirement, if applicable.

## 4G. "AUTHORIZATION/CONFIRMATION NUMBER"

Please insert any authorization/confirmation number given to you by UPS Supply Chain Solutions personnel. This authorization/confirmation number is very important as it will ensure billing accuracy.

## 4H. "INTERNATIONAL CUSTOMS VALUE"

For shipments that are destined to another country (Non-U.S.) or Puerto Rico, enter the selling price or replacement cost (even if not sold or for resale). Please specify the currency of this Customs Value.



#### 41. "INTERNATIONAL INSURANCE"

If you would like shipper's interest insurance for your international shipments, please indicate the amount (**Specify Currency**) you require. This insures your shipment against all risk of loss or damage in transit charge based on the amount of insurance requested will be assessed (See UPS Supply Chain Solutions Terms and Conditions of Contract). This is not available for shipments originating and destined within the U.S., or to Puerto Rico, or to Canada.

#### 4J. "Consignee ID Number For Customs"

Please insert the consignee's GST/RFC/VAT identification number (or as required by local Customs) here.

### 4K. "HARMONIZED CODE"

Insert the Harmonized Code of the shipment here.

#### **4L. "COUNTRY OF MANUFACTURE"**

Please indicate the name of the country in which the shipment was actually manufactured.



#### VI. Section Five

# METHOD OF PAYMENT



## **5A. METHOD OF PAYMENT**

Please indicate the proper form of payment by marking the appropriate box with an "X". For Free Domicile shipments, please mark the appropriate box with an "X" if you would like all charges (including customs duty and clearance fee) for your international shipment to be billed to the shipper. If no form of payment is indicated, the Shipper shall be liable for the charges.



## **5B. "THIRD PARTY BILL"**

For Third Party Billing, mark the appropriate box with an "X" and insert the Third Party's UPS Supply Chain Solutions nine digit Account number in the space provided.

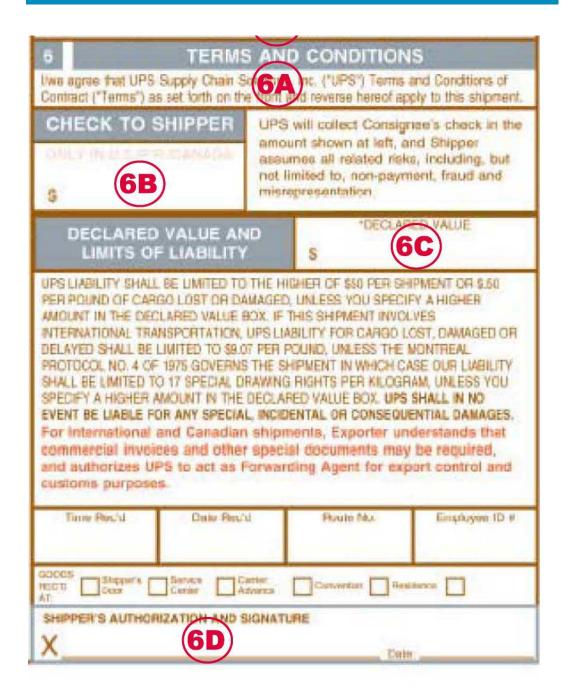
## 5C. "GBL BILLING"

For Government Bill of Lading shipments, mark the appropriate box with an "X" and insert the eight character GBL number in the space provided.



#### VII. Section Six

## TERMS AND CONDITIONS





#### **6A. Instructions**

Please review the UPS Supply Chain Solutions Terms and Conditions of Contract which apply to your shipment as set forth on the front and reverse sides of the UPS Supply Chain Solutions Air Waybill.

### 6B. "CHECK TO SHIPPER"

Available for shipment originating and destined to the U.S., Puerto Rico, and Canada only. If you want us to obtain a check from the consignee for the cost of your goods, indicate the amount here. For shipments to Canada, indicate whether the check is to be payable in U.S. or Canadian dollars. We will obtain and mail to you only company or personal checks made payable to the shipper and bear no responsibility or liability with respect to their payment. All risk related to consignee's check shall be assumed by the shipper, including but not limited to, non-payment, fraud or misrepresentation. For complete details on your Check To Shipper program, please refer to the UPS Supply Chain Solutions Terms and Conditions of Contract.

#### 6C. "DECLARED VALUE AND LIMITS OF LIABILITY"

The liability of UPS Supply Chain Solutions for the shipment is limited to its standard liability coverage unless you declare a higher value by entering such higher value in the Declared Value Box. An additional charge will be assessed. (See UPS Supply Chain Solutions Terms and Conditions of Contract).

## **6D. "AUTHORIZATION AND SIGNATURE AND DATE"**

Once the Air Waybill has been fully completed and you agree with UPS Supply Chain Solutions' Term and Conditions of Contract, please sign and date next to the "X" on the line provided.