

Bill of Lading Requirements

Bill of Lading (BOL or B/L): A transportation document that is a contract of carriage containing the terms and conditions between the shipper and the carrier.

When tendering a shipment to a carrier (other than small parcel) bound for any Wolverine World Wide (WWW) destination, the following information must be fully & clearly detailed in the appropriate section of the BOL:

- 1) Date of shipment
- 2) Shipper name & address
- 3) Consignee name & address
- 4) Freight terms
- 5) 3rd party billing address when applicable
- 6) RA # - Must be shown either as the bill of lading # or in Special Instructions.
- 7) Carrier name
- 8) Carrier pro#, if less-than-truckload (LTL)
- 9) Commodity Description

Enter the description of each line item, noting the type of package (carton, barrel, etc.) and the quantity per package. Since the correct freight classification is essential in describing an item, there must be a separate line item for each different freight classification description. If more than one type of packaging is used per freight classification, a separate entry must be used for each type of package.

Note: Hazardous materials must be properly classified as per the US Department of Transportation & Hazardous Materials Regulations 49 CFR.

Information available at <http://www.dot.gov/>

- 10) National Motor Freight Classification (NMFC) # per line item

Information available at <http://www.nmfta.org/Pages/Nmfc.aspx>

- 11) Freight class per line item determined by the NMFC #
- 12) Number of shipping units per line item
- 13) Amount of weight per line item
- 14) Date & signature of the party preparing the shipment for transport
- 15) Date & signature of the Driver including an acknowledgement of the # of pieces tendered to the carrier.

(continued on next page)

