

Waybill filling Tips – Manual

Definition of Waybill

A waybill is a document issued by a carrier giving details and instructions relating to the shipment of a consignment of goods. Typically it will show the names of the consignor and consignee, the point of origin of the consignment, its destination, and route. All freight forwarders and trucking companies use an in-house waybill. These typically contain "conditions of contract of carriage" terms on the back of the form. These terms cover limits to liability and other terms and conditions.

A waybill is similar to that of a courier receipt which contains the details of the consignor and the consignee, and also the point of origin and destination. A Waybill must be completed for every shipment you send with NAQEL – it helps to ensure timely, accurately and secure delivery.

Why is a Waybill necessary?

It tells us where your shipment is going, what service customer requires and how customer intends to pay. It tells customer the terms and conditions upon which we provide our service. Please read these carefully as they limit and in some cases exclude our liability. It gives customer proof of consignment, with a unique number customer can use for tracking the shipment. It gives Customs authority the contents of the shipment, so that it gets cleared quickly and speeds through to its final destination without delay.

Below is specimen of NAQEL waybill and helpful tips to aid you in capturing accurate details:

There are five copies in one waybill, as under:

(Waybill picture will be put here...)

1. **Tracking number and its Barcode:** Tracking numbers are used by NAQEL to identify and trace shipments as they move through the network for its destination.
2. **Origin:** The city/town where the shipment was picked from.

3. **Destination:** The city/town where the shipment is going for delivery.
4. **Shipment Date:** The date on which the shipment will travel from Origin.
5. **Shipper Details:** This column consist of various fields such as;
Account No: A customer is invoiced according to the account number.
Name: Name of the individual sending the shipment.
Company: Name of the Company sending the shipment.
Address: Location of the shipper.
City: Location of the shipper.
Country: Location of the shipper.
Email/Fax: Email Id (if any) to contact in case customer service wants to contact.
Phone No.: This is necessary to contact the shipper.
6. **Consignee Details:** This column consist of various fields such as;
Account No: This can be used only when consignee needs to be billed.
Name: Name of the individual receiving the shipment.
Company: Name of the Company receiving the shipment
Address: Location of the Consignee.
City: Location of the Consignee
Country: Location of the Consignee
Email/Fax: Email Id (if any) to contact in case customer service wants to contact.
Phone No.: this is necessary to contact the Consignee.
The date on which the shipment will travel from Origin.
7. **Shipment & Insurance Charges bill to:** This column has four options,
Shipper: Tick if sender needs to be billed
Receiver: Tick if consignee needs to be billed (contact customer service)
Cash: Tick if sender pays cash and does not have an account with NAQEL.
COD: Tick if bill amount needs to collected from Consignee in Cash during delivery.
Additionally, there is one more option of declared insurance value, if the customer has insured his goods sending with Naqel, it needs to be mentioned.

8. **Shipment Details and Service Type:** This column consists various boxes, mainly are;
 - Dimension: if the shipment is oversized in volume, mention the length, breath and height of the shipment to calculate the weight based on volumetric weight formula. (See page no.)
 - Pieces: mention the number of pieces in the shipment.
 - Weight: mention the actual weight of the shipment
 - Charges: if the cash is paid by shipper, mention the amount and the cash receipt number.

9. **Description of Goods:** Describe the material shipped by customer.

10. **Shippers acknowledgement:** Obtain the shippers name and signature here once you pick-up the shipment. The signature is important part of the pickup as the customer agrees to terms and conditions on the mentioned behind the waybill. (Please go through the terms and conditions).

11. **Picked up by (SP):** This columns consists of pickup staff details such as,
 - Name: mention your name
 - Employee No.: mentioned your employee id provided by the company.
 - Date: mention pickup date when the shipment was picked up
 - Time: mention the time when shipment was picked up.
 - Receiver's acknowledgement: when the shipment reach destination and is delivered to the consignee, his name and signature is obtained here. It is very important as a proof of delivery.

12. **Delivered by (SP):** This columns consists of delivery staff details,
 - Name: mention your name
 - Employee No.: mentioned your employee id provided by the company.
 - Date: mention pickup date when the shipment was picked up
 - Time: mention the time when shipment was picked up.