

# How to Fill Out a Bill of Lading

**Shipper/Exporter:** Shipper Name and Address

**SCAC:** TMGT

**Booking #/ Bill of Lading #:** these two numbers are the same and begin with VSSL000

**Sail Date/Estimated Arrival Date**

**Tax Bond#/ Forwarder or Shipper Reference#:** If applicable

**Consignee:** Physical address (no P.O. box) of the individual or company that will receive the cargo

**Forwarding Agent:** Your broker or logistics agent (if applicable)

**Notify Party:** The party that should be notified upon freight arrival (complete name, phone, fax, email)

**Freight payable by:** Specify name and address of who will be paying for the shipment

**Prepaid or Collect:** Load will be paid for before or after the load sails, and by whom

**Place of Receipt:** City and state cargo is coming from

**Type of Move:** Port to Port, Door to Port etc.

**Vessel/ Voyage #:** Ship name, voyage number, north or south (i.e. Isla Bella 5039S)

**Port of Loading:** The port where a container will be loaded onto a vessel

**Loading Terminal:** Blount Island (Jacksonville), Puerto Nuevo (San Juan), USVI

**Port of Discharge:** The port where a container will be discharged from a vessel

**Place of Delivery:** City and state of final destination

**Routing Instructions:** All Motor, Motor Rail, Rail Ramp

**Destination:** City and state of final destination

**Equipment Size/Type:** If refrigerated container, please include temperature

**Reference #s:** Important reference information like PO#s and seal #s

**Description of goods:** Including piece count and weight

**Documentation Cut Off: 16:30 on day of sailing** for shipments loading in San Juan or Jacksonville  
**12:00 Thursday** for shipments loading in the USVI

**IMPORTANT:** Please provide **ITN Confirmation #** (X2016...) if you are filing your EEI, OR provide completed **Written Authorization** form for TOTE Maritime to file on your behalf. Please see the Regulatory Fact Sheet on page 14 or call customer service at 877.775.7447 (Option 4) with questions about this information.

