

Unit 5

Packing List

装箱单



目录

CONTENTS

Definition

Requirements

Contents of Racking List

Some Terms of Packing List in L/C



Packing List is an independent document. It is usually requested by the importer to confirm the name of commodity, quantity, marks and numbers of carton, weight and measurement of the goods and other packing particulars. It is usually issued by the exporter and needn't show the quality and value of the goods.

Sometimes the buyer would ask for a Weight Memo, or a Measurement List. However, contents of these documents are similar to that of Packing List. Weight Memo shows something about the weight emphatically, such as gross weight, net weight, etc.. Measurement List shows something about each individual lot's length, width, height and total volume on the basis of Packing List.



目录

CONTENTS

Definition

Requirements

Contents of Racking List

Some Terms of Packing List in L/C



The above three lists can be a combination as only one list. When the L/C asks for only one of them, the name of the list should be in compliance with that in the credit. The contents of the list shall also comply with those in the invoice or the other documents such as Bill of Lading, and in any case, be in agreement with the actual packing. Sometimes the credit will ask for special terms, which should be specified in the list.

Generally speaking, there is no fixed layout of Packing List. Different exporters have various ways of filling in the list, but there is little difference in the contents that should be filled in. Sometimes the L/C asks for Packing/Weight list or Weight List only, the contents of which shows no difference, too.





Specimen



目录

CONTENTS



Definition

Requirements

Contents of Racking List

Some Terms of Packing List in L/C



(1) Name of the Issuer (出单人的名称和地址)

The issuer is the exporter and the same as that in the invoice.

(2) Packing List (装箱单名称)

The name of the list shall be in strict accordance with that in the credit.

有的出口公司将两种单据的名称印在一起，当来证仅要求出具其中一种时，应将另外一种单据的名称删去。如信用证规定为“Weight Memo”，则单据名称不能用“Weight List”；如果来证要求用中性包装单（Neutral Packing List），则包装单名称打“Packing List”，但包装单内不打卖方名称，不能签章；如来证要求用“空白纸张”（Plain Paper）填制这两种单据时，在单据内一般不要表现出受益人及开证行名称，也不要加盖任何签章。

(3) No. of Packing List (装箱单号码)

Number of packing list can be the same as that of the invoice.

这项内容不是必需的，视出口商业惯例而定。对一些出口商来说，给装箱单编号主要便于存档，其编号应与发票号码一致。



(4) Issuing Date (出单日期)

The date of packing list can be the same as the issuing date of the invoice. The above four are the headline of packing list.

- * 合同号或销售确认书号 (Contract No./ Sales Confirmation No.)
注明此批货的合同号或者销售合同书号。
- * 装箱单一般不显示收货人、价格和装运情况，对货物内容的描述一般都使用统称。当须填写收货人时，收货人一般与发票的抬头人一致，或根据信用证的具体要求填写 (packing list consigned to xxx)



(5) Shipping Mark (唛头)

This should be the same as both in the invoice and on cartons of exact packing.

与发票一致，有时也可以只注明“as per invoice No. xxx”。唛头的具体写法请参见发票制单。

日期、商品名称、收货人、合同号码、运输方式及唛头有时被当作是装箱单的题头部分。当装箱单有两页或以上时，每页都必须有相同的题头。



(6) Quantities and Descriptions (数量与商品描述)

It includes the name of commodity, quantity and packing. If this part makes the list more than one page, at the end of this part and the beginning of the next, “*” or “to be continued” is needed.

1) 箱号 (Case No., Carton No., C/No., CTN/No.), 又称包装件号码。在单位包装货量或品种不固定的情况下, 需注明每个包装件内的包装情况, 因此包装件应编号。例如:

Carton No. 1-5

Carton No. 6-10.....

有的来证要求此处注明 “CASE NO.1—UP”, UP 是指总箱数。

2) 货物名称 (Name of Commodity), 与发票内容一致。

3) 根据箱号、货物名称对应逐一注明每一包装件的货名、规格、品种。装箱单中一般都不要求说明货物的品质规格, 只写货物统称即可。

4) 数量 (Quantity), 包括货物本身的数量及包装的件数。其中包装件数须以数字及文字进行表述。当要求提供详细装箱单时, 应列明每件包装的情况 (每箱的号码、箱内货物、重量等)



(7) Net Weight, Gross Weight and Measurement (净重、毛重和体积)

These refer to the of total goods or packages, usually included in the quantities and descriptions column. But when the L/C asks for a detailed packing list, details of each package (每件货物) shall be written separately as shown in the specimen.

1) 净重(Net Weight)

如为“Detailed Packing List”，注明每个包装件的净重和此包装件内不同规格、品种、花色、货物各自的净重（sub total），最后在合计栏处注明总货量。信用证或合同未要求，则只需注明货物总净重。

2) 毛重（Gr. Weight）

如为“Detailed Packing List”，注明每个包装件的毛重和此包装件内不同规格、品种、花色、货物各自的毛重（sub total），最后在合计栏处注明总货量。信用证或合同未要求，则只需注明货物的总毛重。

3) 尺寸/体积（Measurement）

一般注明货物的总体积，以立方米为单位。

4) 货物的数量、外包装、规格、包装件数及大写有时会合在一起不分栏写，每项内容占一行，以使内容简洁明确。当信用证要求提供详细装箱单时，则需以列表的方式具体列明每一件包装的具体内涵：数量、规格、毛重、净重、包装件数编号等，即像课文中举例那样。



(7) Total (总计)

When there is more than one kind of commodity, total weight, measurement and packages (both in figures and in words) shall be given.

此栏对6、7 栏合计。

(8) Signature of Issuer (出单人落款及签章) :

This is the signature of the exporter. When packing list is more than one page, each page should carry the same signature.

应与发票相同。

* 除非信用证或买方另有规定，一般应在装箱单中标明信用证号码和买卖合同号码，当信用证要求在装箱单中加注任何特别内容时，填写需要加注的内容，然后再标注信用证号码和合同号码。



目录

CONTENTS



Definition

Requirements

Contents of Racking List

Some Terms of Packing List in L/C



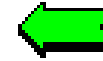
1. Packing List detailing the complete inner packing specification and contents of each package.
详细标明每件货物内部包装的规格及每件包装的货物内容的装箱单。
2. Separate Packing List in full details is required.
要求单独详细的装箱单。
3. Packing List showing gross and net weight expressed in kilos of each type of goods is required.
要求提供的装箱单上须以千克计重，标明各种货物的毛重及净重。
4. Combined form of Packing List is not acceptable.
与其他单据合并的装箱单不能接受。
5. Packing List in triplicate.
装箱单一式三份。



04

Some Terms of Packing List in L/C

Practice



Answer of the Practice



THANK YOU

