

国际商务单证英语

应用语言系 09商务英语专业
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Packing Documents (包装单据)



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1.Learning Objective（学习目标）



- ❖ Skill Objective(技能目标): To fill out **packing list** correctly and skillfully according to the letter of credit.（根据信用证准确熟练地填制装箱单）
- ❖ Knowledge Objective(知识目标): To know about the meaning , functions , main contents , way to make out of the packing list and discrepancies avoided when making out of the packing list .(通过本项目的教学，使学生理解装箱单定义，作用,主要内容,填制方法和装箱单制作时应避免的不符点)

2. Operating Tasks(操作任务)



- ❖ Wangtao is the salesman of CHINA ELECTRONICS ZHEJIANG COMPANY. He prepares to make out all documents under L/C before the period of presentation stipulated in L/C. Now you are Wangtao and are required to do this task for him to make out **the packing list** according to the following L/C. The date is **Oct. 29th, 2012.**(王涛是中国电子进出口公司浙江分公司外贸业务员，他准备在信用证交单期之前制作好信用证项下所有附属单据。请代表王涛根据以下信用证制作装箱单。制单日期为2012年10月29日) See [Blank Sample](#)

3. Operating Sample (操作示范)



包装单据并无统一固定的格式，制单时可以根据信用证或合同的要求和货物的特点自行设计。但包装单据应大致具备以下内容：

1. 编号和日期 (NUMBER AND DATE) ;
2. 合同号码或信用证号码 (CONTRACT NUMBER or L/C NUMBER) ;
3. 唛头 (SHIPPING MARK)
4. 货物名称、规格和数量 (NAME OF COMMODITY、SPECIFICATIONS AND QUANTITIES) ;
5. 包装件数及件号、包装件尺码 (NUMBERS AND MEASUREMENT) ;
6. 包装类别 (KINDS OF PACKING) ;
7. 货物毛净重 (GROSS AND NET WEIGHT) .

装箱单应大致具备以下内容：



- 1) **出口商名称及地址**：信用证中一般表示为“**BENEFICIARY: ×××**”。通常出口商名称及地址都已事先印好。
- 2) **单据名称**：装箱单上应明确标明“**PACKING LIST**”（装箱单）字样。
- 3) **Issuer/Exporter (出具人名称)**：一般为发票的出具人，也是信用证中的受益人(**Beneficiary**)，即出口公司名称及地址，。本栏目填入：

CHINA ELECTRONICS ZHEJIANG COMPANY
408 WENSAN ROAD, HANGZHOU, CHINA



4) **To/Buyer** (收货人名称、地址): 除信用证有其他要求之外, 一般缮制为**开证申请人 (APPLICANT)**, 即进口商的名称和地址。信用证中一般表示为“**FOR ACCOUNT OF ×××**”或“**TO THE ORDER OF ×××**”中“×××”部分。本栏目填入:

NEW YORK TRADING CO.,LTD.

NO.88 FILANKLIN ROAD NEW YORK, U.S.A.



5) **No/Date (发票号码及日期)**: 装箱单一般不记载签发日期, 因为它是发票的附属单据, 所以装箱单据的号码、日期一般填写发票号码、日期。本栏目填入:

INV. NO.:20MSF43

DATE: OCT. 29th, 2012

有些公司的装箱单还需要填写**L/C No (信用证号码)**、**S/C No (合同号码)**。

本栏目填入:

L/C NO.: 1349/86283/VR/05

CREDIT DATE:OCT.15TH, 2012



6) **运输详细情况 (Transport details)** 一般只简单地表明运输路线(装运港和目的港)及运输方式和船名, 如有中转港(地)名称也应填写: 如 **SEA FREIGHT FROM ×× TO ×× / FROM ×× TO ×× BY SEA/AIR**。本栏目填入: **SEA FREIGHT FROM SHANGHAI TO NEW YORK, USA**

7) **Marks & Nos:** 填写唛头, 与发票一致。

一般由卖方自行设计 ("**AT SELLER'S OPTION** 由卖方选定)", 但若合同或信用证规定了唛头, 则须按规定。若无唛头, 应注明 **N/M** (无唛头)。本栏目按照合同和信用证的规定填入: **N/M**



8) No. & kind of pkgs (Quantity商品数量): 该数量为运输包装单位的数量, 而不是计价单位的数量。

9) **Description of Goods (货物描述)**

本栏目按照合同和信用证的规定填入:

"FOREVER" BRAND BICYCLES

ART NO N117, MODEL MB28

10) **Gross weight**: 填写商品的单位净重和总净重。

11) **Net weight**: 填写商品的单位毛重和总毛重。

12) **Measurement**: 填写商品的单位尺码和总尺码



件号 _↓	件数 _↓	货名 _↓	净重 _↓	毛重 _↓	尺码 _↓
Marks & Nos. _↓	Quantity _↓	Description of goods _↓	Net weight _↓	Gross weight _↓	Measurement _↓
NM	“FOREVER” BRAND BICYCLES _↓				
	ARTNO N117, MODEL MB28 @10.00KGS @9.006KGS @0.028CBM _↓				
1-1000 _↓	1000CASES _↓	1000PCS _↓	10000.00KGS _↓	9000.00KGS _↓	28CBM _↓
TTL: _↓	1000CASES	1000PCS _↓	10000.00KGS _↓	9000.00KGS _↓	28CBM _↓



13) 下面空白处应填写包装数量的大写。本栏目填入：

SAY ONE THOUSAND WOODEN CASES ONLY.

14) 如有特别要求，应特别说明。如有的信用证规定“SEAWORTHY PACKING”（适用于海运包装）、“PACKING SUITABLE FOR LONG DISTANT”（适合于长途运输包装）或“STRONG WOODEN CASE PACKING”（坚固木箱装运）等等。信用证中的这些表达方法，都应在发票及箱单中照抄。本栏目填入：

AS PER S/C NO. AC4789

SAY ONE THOUSAND WOODEN CASES ONLY.

L/C NO. 1349/86283/VR/05

15) 出口公司落款、签字或盖章。



❖ See [the sample](#)



4. Basic Knowledge (基础知识)



In this chapter, you will learn:

Section 1 Packing List 装箱单

The meaning of Packing List 装箱单定义

The function of Packing List 装箱单的作用

The main contents of Packing List 装箱单的主要内容
(The way to make out of Packing List 装箱单填制方法)

Cautions and notes for packing list 装箱单的注意事项



Section 2 Weight List 重量单

The meaning of Weight List 重量单定义

The function of Weight List 重量单的作用

The main contents of Weight List 重量单的主要内容

Cautions and notes for Weight List 重量单的注意事项

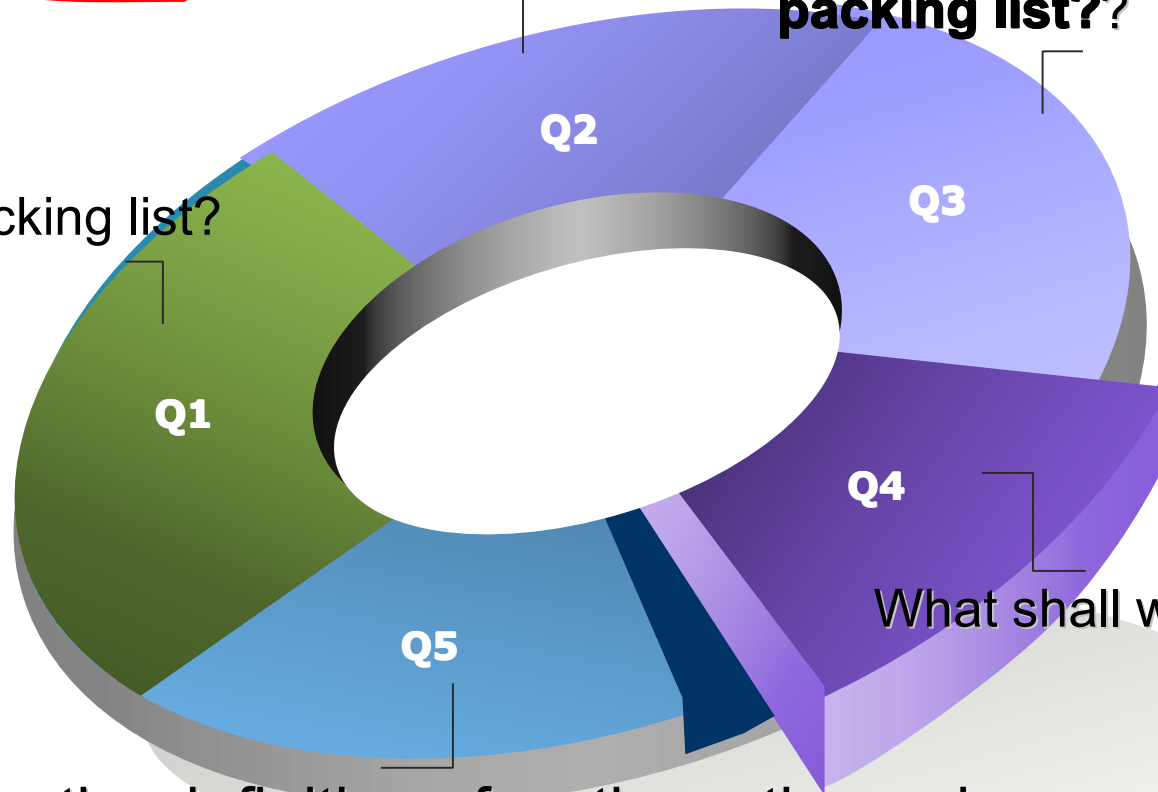
Preview Questions



What are functions of packing list?

What are the main contents of packing list??

What is packing list?



What shall we pay attention to?

What are the definition, functions, the main contents of weight list? What shall we pay attention to in making out weight list?

Contents



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Section two Weight list

Section 1 packing list



Packing documents refer to all documents stating or describing the packing condition of goods. 包装单据指的是注明或描述货物包装状况的单据。

Because **the large quantities and various types of commodities** can not be all listed on the commercial documents, those must be complemented with packing documents. 在商业单据上不能将货物巨大数量和各种类型全部列出,因而在包装单据上补充出来。



As complementary documents(补充单据) to commercial invoice, the usual packing documents conclude:

1. Packing list 装箱单 ✓
2. Detailed packing list 详细装箱单
3. Packing specification 包装明细单
4. Specification list 规格单
5. Size assortment list 尺码搭配单
6. Assortment list 花色搭配单
7. Weight list 重量单
8. Measurement list 尺码单



In this chapter you will have the general view of the packing documents (包装单据的总述) and main contents of packing documents (包装单据的主要内容) as well as the cautions and notes for packing list (包装单据制作的注意要点).

Q1: What is packing list?



Packing list details the packing of goods item by item such as each package containing the quantities of each item and serves as a supplementary document to the commercial invoice. 装箱单将货物的包装一项一项列出作为对商业发票的补充单据, 比如每件所包含货物和劳务的数量.

quantity 5000pcs
packed in cartons of 50pcs each
package 100cartons

- 1) In cartons
 - 2) In cartons of 10 pcs each
 - 3) in boxes of 10 pcs each, 10 boxes to one carton
- 5000pcs/ 50CTNS
25CBM/50CTNS=0.5CBM/CTN
100 CM* 100 CM * 50CM /1000000

It is made more convenient for the customs and importer to check the goods upon arrival at the port of destination. 在货物到达目的港后进口商和客户查验方便.



包装单据专门记载或描述货物包装情况的单据。由于国际间货物买卖数量较大，花色品种繁多，有时无法在发票上一一列明，而必须使用专门的单据加以说明，因此，**包装单据是对发票的补充说明，也是货运单据中一项重要的单据。**除散装货物外，一般都需要包装单据。进口地海关查验、检验机构检验、进口商核对货物等，都以包装单据为依据，以了解包装件号内的货物的具体装箱情况。



- ❖ 装箱单主要表明货物的包装形式和实际装箱情况，除了散装货物外，一般都需要提供装箱单。它没有统一格式，所包含内容也因货物不同而各异，但一般都包括货物的名称、数量、唛头、箱号、件数、毛重、净重及包装的尺码等内容。

Q2: What are functions of packing list?



Packing list is also a type of certificate of fulfillment, certifying that the exporter or shipper has packed the goods in accordance with the terms of contract or suitable for the transport mode so that the goods can arrive at the destination in perfect condition. 装箱单是完成装运的一种证明,证明出口商或发货人为了货物能够保持完好状态到达目的地,已经按照合同条款或适合运输方式将货物进行包装.

On the other hand, packing list is necessary for carrier to arrange loading, unloading and transshipment during transportation. 另一方面,装箱单是承运人安排在运输中装货,卸货和转船的必要单据.

Improper packing 包装不当

Q3: What are the main contents of packing list?



Issuer（开/出票人）: which is usually **the beneficiary** under L/C or **exporter** of the contract.

To（抬头人）: which is usually **the applicant** under L/C or **importer** of the contract.

Transport details（运输路线以及运输方式）: which is usually including **port of loading**（装运港）, **port of discharge**（卸货港） and **means of transport**（运输方式）.

No.（编号/号码）: referring to **commercial invoice No.** decided by the exporter.



Date（出票日期）：referring to **the date when the packing list is issued**, which is usually the same as or a bit later than that of commercial invoice.

S/C No.: referring to **contract No.**

L/C No.: referring to **the number of L/C.**

Terms of payment: usually by **L/C, D/P** or **T/T.**



Shipping Marks: The standard shipping marks consist of the following four parts:

Abbreviations of consignees 收货人缩写

Reference No. 参考号

Port of destination 目的港

Package No. 包装件数



Here is an example for shipping marks:

ARATRO

S/C7684356

TRIPOLI

(LIBYA)

No. 1-60



and numbers: if there is shipping marks mentioned in the relative L/C, the marks should be exactly the same as that mentioned in the credit. If there is no shipping marks mentioned in the relative L/C and there is no shipping marks on the outside of packing, **N/M** should be filled in this column.

如果相关**L/C**提及有货运标志,那必须跟信用证的规定严格一致. 但若合同或信用证未规定唛头而且货物外包装上也没印刷货运标志, 此栏目应注明**N/M** (无唛头).



Number and kind of packages, description of the goods: usually including the number and kind of package, commodity name, which can be in general provided it is not inconsistent with the description in the L/C.

The unit net weight(单位净重) and total net weight(总净重) if required.

The unit gross weight(单位毛重) and total gross weight (总毛重)if required.

The unit measurement (单位体积)and total measurement(总体积) if required.



Any other information（任何其他信息）：if there is some **special conditions** required in the L/C, the conditions related to the packing list should be filled in.

Signature（签字）：the issuer may sign in the right corner at the bottom if required by the L/C.

Q4: What shall we pay attention to in making out packing list?



- ❖ it's not necessary to list all the terms mentioned above. Some terms can be omitted according to the usual trade practice 不必要将上述提及的所有条款都列出，根据通常贸易惯例可省略；
- ❖ The date of packing list can be made the same or a bit later than but not earlier than that of invoice 装箱单日期跟发票日期相同或稍晚一点，但不能比发票日期早；



- 3) Description of goods and shipping marks on the packing list should be made in consistent with those on the commercial invoice as well as with the actual packing conditions 装箱单上货物描述和货运标志应与商业发票上的以及实际包装情况一致.
- 4) Unit price and amount should not be included in the packing list 单价和金额不包括在装箱单内.
- 5) The name and address of the importer can be omitted if it is not required by L/C 如果信用证没有要求，进口商的名字和地址可省略.

Section 2 Weight list



Q5: What is weight list?

Weight list is a document prepared by the exporter
重量单是由出口商提供的

- ◆ listing the quantities and weight of merchandise in a particular shipment 列出特定装运货物的数量和重量
- ◆ which is similar to the packing list in content and function 在内容和作用上跟装箱单相似
- ◆ but put emphasis on the weight of the goods 但它侧重反应货物的重量



- ◆ and are generally used for goods which are based on the weight for price calculation 一般被用于按重量做计算价格基础的货物
- ◆ usually including the gross weight, net weight of each package as well as the total gross weight and net weight. 通常包括每件货物的毛重, 净重以及总毛重和总净重.

It also serve as a supplementary document(补充单据) to the commercial invoice.

Q6: What are functions of weight list?



Weight list is also a type of certificate of fulfillment 重量单也是完成装运的证明

- ◆ certifying that the exporter or shipper has fulfilled his duty of delivery of the goods to the consignee 证明了出口商或发货人已经完成向收货人交货的职责
- ◆ from which the importer can clearly find if the goods are over shipped or less shipped than that stipulated in the contract. 进口商从重量单中可以清楚知道货物是否比合同规定的多装或少装.



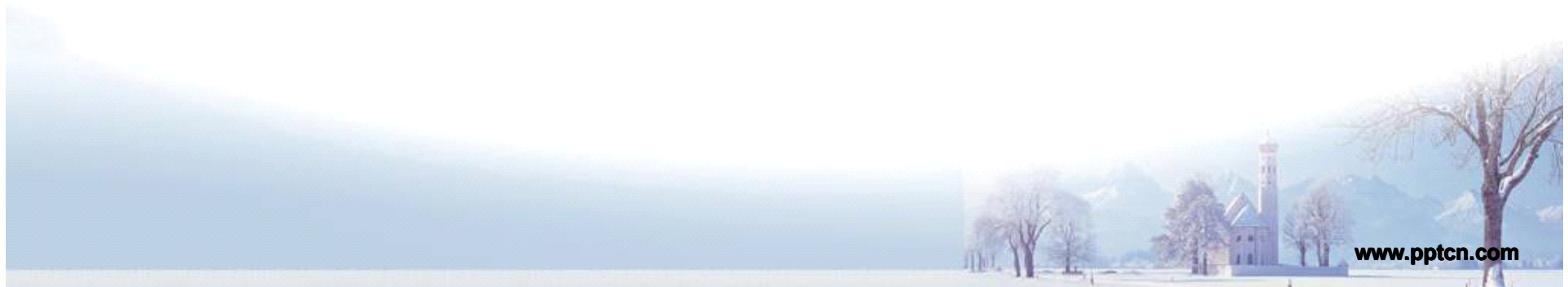
- ❖ On the other hand, weight list can also help **the carrier(承运人)** to arrange shipping space (船舱) for **the shipper(发货人)** and arrange **loading(装货), unloading(卸货)** and transshipment during transportation as well.

Q7: What are the main contents of weight list?



Like packing list:

- ◆ No standard format
- ◆ the content is almost the same as the packing list
- ◆ but put emphasis on the weight of the goods



It usually includes the following elements:



Issuer: which is usually the beneficiary under L/C or exporter of the contract.

To: which is usually the applicant under L/C or importer of the contract.

Transport details: which is usually including port of loading, port of discharge and means of transport.

No.: referring to commercial invoice No. decided by the exporter.



Date: referring to the date when the weight list is issued, which is usually the same as or a bit later than that of commercial invoice.

S/C No.: referring to contract No.

L/C No.: referring to the number of L/C.

Terms of payment: usually by L/C,D/P or T/T.



Shipping Marks: which is the same as packing list.
Number and kind of packages, description of the goods: usually including the number and kind of package, commodity name, which can be in general provided it is not inconsistent with the description in the L/C.



The unit net weight and total net weight: which is very important part for weight list.

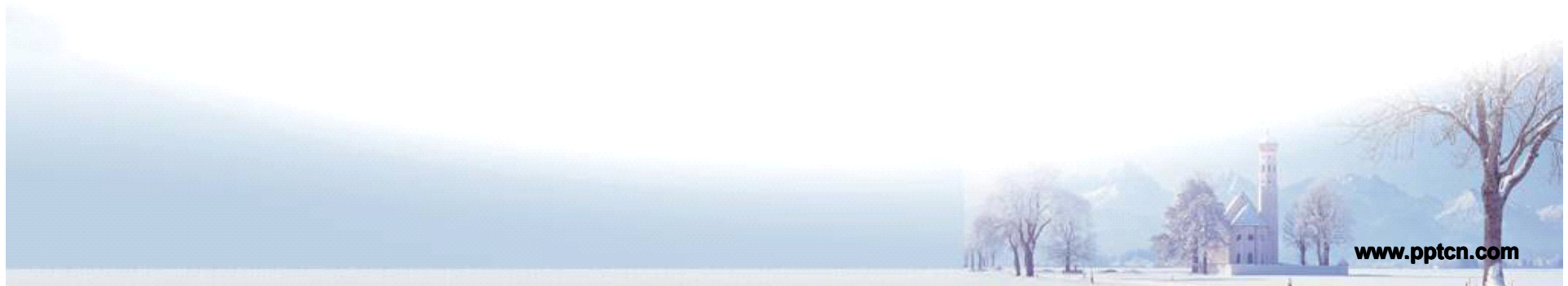
The unit gross weight and total gross weight: which is very important part for weight list.

The unit measurement and total measurement if required.



Any other information: if there is some special conditions required in the L/C, the conditions related to the weight list should be filled in.

Signature: the issuer may sign in the right corner at the bottom if required by the L/C.



Q8: What shall we pay attention to in making out weight list?



- ❖ it's not necessary to list all the terms mentioned above. Some terms can be omitted according to the usual practice;
- ❖ The date of weight list can be made the same or a bit later than but not earlier than that of invoice;



- 3) Description of goods and shipping marks on the weight list should be made in consistent with those on the commercial invoice as well as with the actual packing conditions.
- 4) Unit price and amount should not be included in the weight list.
- 5) The name and address of the importer can be omitted if it is not required by L/C.

信用证中包装单据条款列举如下：



1. Packing list in triplicate. 装箱单一式三份。
2. Signed packing list, one original and one copy. 签字装箱单，一正一副。
3. Manually signed packing list in triplicate detailing the complete inner packing specifications and contents of each package. 手签装箱单一式三份，详注每件货物内部包装的规格和内容。



4. Detailed packing list in quadruplicate showing gross weight、net weight、net net weight、measurement 、color、 size and quantity breakdown for each package, if any applicable. 详细装箱单一式四份，如适用，请标明每个包装的毛重、净重、净净重、尺码、颜色、尺寸为数量。
5. Packing list in triplicate issued by beneficiary indicating quantity, gross and net weight of each package or container. 受益人出具的装箱单一式三份，指出每一容器或集装箱的毛、净重。



- ❖ 集装箱精确内部尺寸：（长×宽×高）
- ❖ 20尺柜是 $6.040 \times 2.35 \times 2.35$ （30立方）
- ❖ 40尺柜是 $12.08 \times 2.35 \times 2.35$ （60立方）
- ❖ 40高柜是 $12.08 \times 2.35 \times 2.65$ （70立方）
- ❖ 至少每个尺寸需要减掉0.2，以防短装
- ❖ 详细内部尺寸,箱门口尺寸,以此网站为准
- ❖ http://www.evergreen-marine.com/tei1/jsp/TEI1_Containers.jsp#Dry_1
- ❖ 一般小柜限重18吨,大柜跟高柜限重26吨

实训

- ❖ 根据自己小组成立的模拟公司业务信息（合同以及L/C）中装箱单据制作要求进行填制。



II. F F F T F



[Add your company slogan]

Thank You !