REQUIRED INFORMATION ON BILLS FOR SOUTHBOUND PUERTO RICO CARGO

In order to prevent unnecessary delays in releasing cargo and picking up your freight, please be sure to provide us with complete shipping information. Document information should be received by the sailing date for domestic cargo and 1 day prior to sailing for international cargo.

1. **Field Type**

   R – This information is required in order to process the manifest.
   C – This information is required if one or more conditions are present. See the "comments or values" information for each field.
   O – This information is optional

FIELD NAME	FIELD TYPE	COMMENTS OR VALUES
Exporter Name and address	R	
Consignee Name and address(client)	R	
Notify Name and address	O	
Forwarder Name and address	O	It will only apply if a forwarder handles documentation
Payee Name and address	R	
Consignee SSN or EIN	C	Optional for individuals. Required for Corporations without TAX ID.
Consignee Code (Excise Tax ID) assigned by the Excise Tax Bureau	C	Must be sent when requested by consignee
Container Number	R	
Weight	R	
Payment Type of Freight Charges	R	Value: -Prepaid -Collect
Value of cargo / Commercial Invoice	R	Value of goods is needed for Arbitrios requirements per container.
Merchant Registration Number	C	This number is the Merchant's Registration Number assigned by Treasury Department for Sale and Use Tax (IVU).
Commodity Quantity	R	Item Quantity.
Commodity Description	R	For each commodity type. When using general cargo such as Freight all Kinds, Department Store Merchandise, General Store Merchandise or Grocery Merchandise, make sure to add the breakdown of the commodities at least 3 commodities.
Sed information	R	Shipper Export Declaration (sed) is required if provided by customer; it will not apply when Crowley generates the sed information. (An additional fee is applicable when Crowley files)
LOA (Letter for Authorization)	C	Applies only first time shippers and one time shippers if Carrier files SED on your behalf for value exceeding $2500 or more