

## RECEIPT AND STORAGE DOCUMENTARY

Goods delivered to a warehouse may be accompanied by a number of documents, which may be in paper or electronic form.

Typical documents related to the receipt of goods include the following: purchase order, waybill, transport label, pallet label, and delivery docket/dispatch list/packing list. Many warehouses also have their own delivery inspection forms that facilitate the inspection of delivered goods. Each delivery should be checked against the information provided in the documents.

The waybill is a key document that specifies the content of the consignment, the consignor and consignee, the delivery and pickup location of the consignment, and the payer of freight charges. The waybill may also include instructions related to the transport of the consignment. The consignee is responsible for checking that the delivered goods correspond to the information on the waybill. (Logistiikan maailma, 2021) The information on the waybill is used to ensure that the consignment has been delivered to the correct location, and to check the number of packages.

# RAHTIKIRJA FRAKTSEDEL

Lähettiläis-yhtiö:  
KL-DEMO OY AB  
METSÄLÄNTIE 2  
00620 HELSINKI  
TIINA TILAAJA 050 1234 567

Asiakas-yhtiö:  
11223344  
Sopimus-yhtiö:  
11223344-20  
Tilauksen rekisteri:  
8003051709

Lähetysajankohdan vastaanottopäivä:  
3.1.2013  
Lähettiläis-yhtiön asiakas-yhtiö:  
Vastaanottajan yhtiö: Matkustajien yhtiö

Numero-koodi:  
141009553365

Vastaanottajan yhteystiedot:  
VASTAANOTTAVA OY  
TOIMITUSKIJAT 6  
80100 JOENSUU  
VEIKKO VASTAANOTTAJA 050 7654 321

Asiakas-yhtiö:  
Sopimus-yhtiö:

Kuljetusajankohdan vastaanottopäivä:  
KIITOLINIA



Lähetysajankohdan vastaanottopäivä:  
NOUTO-OSOITE OY  
NOUTOTIE 3  
00100 HELSINKI



Kuljetusajankohdan vastaanottopäivä:  
SAAPUMISESTA ILMOITETTAVA ENNAKKOON  
VASTAANOTTAJALLE, PUH. 050 765 421.

Vastaanottajan yhteystiedot:  
VASTAANOTTAVA OY  
TOIMITUSKIJAT 6  
80100 JOENSUU

Kuljetusajankohdan vastaanottopäivä:  
LÄHETÄJÄ

Asiakas-yhtiö:  
Sopimus-yhtiö:

Rekisteri- numero	Kuljetus- ajankohdan numero	Kuljetus- ajankohdan numero	Kuljetus- ajankohdan numero	Kuljetus- ajankohdan numero	Kuljetus- ajankohdan numero
1	EUR-LAVA	KOTIVUOLAJEJA		500	

Lähetysajankohdan vastaanottopäivä: toimitusajankohdan numero	Kuljetus- ajankohdan numero	Kuljetus- ajankohdan numero	Kuljetus- ajankohdan numero	Kuljetus- ajankohdan numero
1			500	

SPS  
1000

Kuljetusajankohdan vastaanottopäivä:  
Kuljetusajankohdan vastaanottopäivä

Kuljetusajankohdan vastaanottopäivä:  
Kuljetusajankohdan vastaanottopäivä

Vastaanottajan yhteystiedot:  
Rekisteri-  
numero, nimi, osoite

Kuljetusajankohdan vastaanottopäivä:  
Kuljetusajankohdan vastaanottopäivä

Lähettiläis-yhtiön asiakas-yhtiö:  
Rekisteri-  
numero, nimi, osoite

NOUTO-OSOITE OY

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Figure 1. A road transport waybill in Finland. (Logistiikan maailma)

005 HEL 7854 4351		Shipper's Account Number		005-7854 4351	
Shipper's Name and Address SCHENKER OY AIR & OCEAN METSALANTIE 2-4 FI-00620 HELSINKI FINLAND		Shipper's Account Number		Not negotiable <b>Air Waybill</b> Issued by CONTINENTAL AIRLINES, INC. 2929 ALLEN PARKWAY HOUSTON, TEXAS 77019 U.S.A. Copies 1, 2 and 3 of this waybill are original and have the same validity.	
Consignee's Name and Address SCHENKER OF CANADA LTD. MONTREAL (AIRPORT) 2100, AVENUE REVERCHON CA-DORVAL, QC H9P 2S7		Consignee's Account Number		It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value of carriage and paying a supplemental charge if required.	
Issuing Carrier's Agent Name and City SCHENKER OY AIR & OCEAN METSALANTIE 2-4 FI-00620 HELSINKI		Accounting Information		SPX - Secured FI117	
Agent's IATA Code 19-4-7092015-1		Account No. 0		Declared Value of Carriage NVD	
Airport of Departure (Addr. of First Carrier) and Requested Routing HELSINKI-VANTAA		Currency EUR		Declared Value of Customs NCV	
to By First Carrier Routing and Destination to by to by FRA CO YUL CO		Amount of Insurance XXX		INSURANCE - If Carrier offers insurance, and such insurance is requested in accordance with conditions on reverse hereof, indicate amount to be insured in figures in box marked 'Amount of Insurance'.	
Airport of Destination MONTREAL DORVAL		Flight/Date IC9005/23		Flight/Date CO4362/27	
Handling Information DOCS ATT TO AWB					
"X"					
No of Pieces RCP	Gross Weight	Rate Class	Chargeable Weight	Rate	Nature and Quantity of Goods (incl. Dimension or Volume)
11	3931.0K	Q	3931.0	3.36	CONSOLIDATED CARGO AS PER ATTACHED MANIFEST ***** VOL.WGHT.: 1703.5 KG
11	3931.0K			13208.16	SLAC: 11 10.221 cbm
Prepaid 13208.16		Weight Charge		Cubic Meters : 10.221	
Valuation Charge		MYC		MOC 589.65 C	
Tax					
Total Other Charges Due Agent		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.			
Total Other Charges Due Carrier		For the shipper / as agent Reference: 8125025254 Atte Tuomisto STT-NO.: 2467000115657 of Shipper or his Agent			
Total Prepaid 15370.21		For the above carrier			
Currency Conversion Rates		CC Charges in Dest. Currency		22.01.2010 HELSINKI	
For Carrier's Use only at Destination		Charges at Destination		Executed on (Date) at (Place) Signature of issuing Carrier or its Agent	

Figure 2. International waybill (Logistiikan maailma)

The transport label serves as a link between the delivery information (waybill) and the transported goods (packages). Transport labels are used to label individual packages (smaller than pallet-sized loads). The transport label indicates the customer's address, and the total number of packages contained in the shipment. Pallets can be marked with a pallet label, which contains the delivery address, as well as information about the products contained in the pallet.



Figure 3. Transport label and pallet label. (GS1 Finland)

The contents of the consignment are inspected by comparing the delivered goods with the information on the dispatch list that accompanies the consignment. The items can also be checked against the purchase order. After inspection, the consignment is marked as “received” at the warehouse.

Once the goods arrive, various checklists can be used to record information about the consignment, including the time of receipt, the name of the shipping company, carrier details, and possible delays or defects. The information on the checklist can be used in connection with the arrival notification and compensation claims.

More information

[How to fill in a waybill](#)

[How to make GS1 marking](#)

[How to create waybills online](#)

[Bill of lading](#)

[Cargo freight glossary](#)