



## HOW TO FILL OUT SEA STAR LINE MASTER BILL OF LADING

The following are the most important fields that need to be filled out on you master bill of lading; you can use your booking confirmation as a guide for most of the information.

- **Shipper/Exporter:** Shipper name and address
- **SCAC:** SSLH (Sea Star Line's), SSLE (Sea Star Line Caribbean , LLC)
- **Bill of Lading #/ Sail date/ Estimated Arrival Date:** Sea Star's B/L #s are usually same as booking number
- **Booking number:** Sea Star Line booking number begins with S1
- **Tax Bond #/ Forwarder Reference# or Shipper Reference #:** If applicable
- **Consignee:** Physical Address of the Individual or Company that will receive the cargo
- **Forwarding Agent:** Your freight broker or Logistics agent (if applicable)
- **Notify party:** The party that should be notified upon freight arrival ( complete name, phone & fax number )
- **Freight payable by:** Specify Payor name and address of who will be paying for the shipment
- **Place of Receipt:** city and state cargo is coming from
- **Type of Move:** D/P (door to port); P/P (port to port) or P/D (port to door)
- **Vessel/Voyage #/ Flag:** Ship name, voyage number, North or South
- **Port of Loading:** the port container is being loaded onto vessel
- **Loading Pier/Terminal:** Blount Island (Jacksonville); Port Everglades (Miami); Puerto Nuevo (San Juan); Port Elizabeth, Houston, St Maarten, St. Kitts, Antigua, Tortola, St. Thomas, St. Croix
- **Port of Discharge:** port cargo is being discharged from (usually same as destination port)
- **Place of Delivery:** City and state of final destination
- **Routing Instructions:** All Motor, Truck/Rail, Rail
- **Destination:** City and state of final destination
- **Prepaid (by whom) or Collect:** Exception: HHG & POV must be prepaid.
- **Marks & numbers/ description of goods/ piece count & weight**
- **MOST IMPORTANT:** For Arbitrios requirements, we will need the total value of goods per container. If you are AES Direct, please provide the ITN confirmation number. If "Carrier" files SED on your behalf, we must have Power of Attorney on file, Schedule B number per commodity for value exceeding \$2500 or more. Please verify current charges for filing SED's at time of Booking.