

## SHIPPING INSTRUCTIONS REQUIREMENTS

The following information is required prior to submitting shipping instructions via the BNSF.com Shipping Instructions application. Items in green are conditional.

### Required Information:

- **Shipper (SH) Name** - company name (customer providing the shipping instructions)
  - **Pickup Party (PU)** – Operating customer at origin... Company name of the rail served facility at rail origin... ONLY REQUIRED FOR CARLOAD SHIPMENTS IF... company name is different from the Shipper Name
- **Origin** - City/State for the **Rail** origin (for carload shipments) or **Hub** origin (for intermodal shipments)
- **Consignee (CN) Name** – Company name (owner of the goods in the equipment)
  - **Care of Party (C1)** – Operating customer at destination... Company name of the rail served facility at the rail destination... ONLY REQUIRED FOR CARLOAD SHIPMENTS IF... company name is different from the Consignee Name
- **Destination** - City/State for the **Rail** destination (for carload shipments) or **Hub** destination (for intermodal shipments)
- **STCC** - Standard Transportation Commodity Code (7 digit number)
- **Route** - carrier and junction abbreviations (include origin & destination delivery switch carriers when applicable)
- **Payment Method** - prepaid or collect
- **Weight Code** - (i.e. shipper's scale weight, RR scale weight, agreement weight, no weight)
- **Hazmat Information** if hazardous commodity (UN/NA number, primary hazardous class, proper shipping name, packaging group, etc.)
- **Payer of Freight (PF)** - company name & full address information.
- **If a Rule 11 move – the follow information is Required:**
  - Payer of Freight - company name & full address information
  - Rule 11 - company name & full address information
  - Rule 11 Flag - Yes

### Additional Requirements for Intermodal Customers Only:

- **Quote Number**
- **Notify Party** - company name and contact phone number

### Additional Information (optional information that is not required):

- Any other business partners that need to be identified on the BOL (i.e. Beneficial Owner, Account of, Release To, etc.)
- Price Authority - Contract, Quote or Tariff (for carload customers)
- Special Handling options

Click below for Shipments moving from Canada to Mexico through United States, United States to Canada, or Canada to United States

### Customs Checklist Requirements:

- [Canada to Mexico through US](#)
- [United States to Canada](#)
- [Canada to United States](#)

# Customs Checklist

## Canada to Mexico or Third World Country Transit through the United States



### SHIPPING REQUIREMENTS

- Shippers full name and full address including city, state and zip code (Actual owner (exporter) of the cargo from the foreign country)
- Consignee's full name and full address, including city, state and zip code (Party to whom the cargo will be delivered in the foreign country)
- Freight Forwarder/Border Notify with full address, including city, state and zip code
- Payer of Freight – company name and full address including city, state and zip code
- Customs Broker – company name, city, province/state and zip code
  - XB – Inland Mexican Customs Broker
    - Only for shipments moving in bound to Mexico
  - XU – United States Customs Broker
    - Broker making entry or bond holder
- Container/Equipment Initial & Number
- Seal Numbers
- Load/Empty Status
- STCC or Harmonized Number
- Hazardous Material Information
- Piece Count (Quantity/Units)
  - Quantity means the lowers external packaging unit; containers and pallets do not constitute acceptable information i.e. container holding 10 pallets with 200 cartons should be described as 200 cartons.
- Description of goods
  - FAK (Freight of All Kinds), General Cargo and STC (Said To Contain) are not acceptable descriptions.
- Weight/Weight Unit
- Invoice value and currency
- Routing
- Country of Origin of Goods
- United States Port of Exit
- Final Port of Destination and Country
- US FDA Prior Notice (PN)

# Customs Checklist

## United States to Canada



### SHIPPING REQUIREMENTS

- Shippers full name and full address including city, state and zip code (Actual owner (exporter) of the cargo from the foreign country)
- Consignee's full name and full address, including city, state and zip code (Party to whom the cargo will be delivered in the foreign country)
- Importer with full address, including city, state and zip code
- Payer of Freight – company name and full address including city, state and zip code
- Customs Broker – company name, city, province/state and zip code
  - XQ – Canada Customers Broker
- Export Information Code: Post Departure Filing Number, US Census Exemption Number or Internal Transaction Number
- Container/Equipment Initial & Number
- Seal Numbers
- Load/Empty Status
- STCC or Harmonized Number
- Hazardous Material Information
- Piece Count (Quantity/Units)
  - Quantity means the lowers external packaging unit; containers and pallets do not constitute acceptable information i.e. container holding 10 pallets with 200 cartons should be described as 200 cartons.
- Description of goods
  - FAK (Freight of All Kinds), General Cargo and STC (Said To Contain) are not acceptable descriptions.
- Weight/Weight Unit
- Invoice value and currency
- Routing

### SHIPPING REQUIREMENTS

- Shippers full name and full address including city, state and zip code (Actual owner (exporter) of the cargo from the foreign country)
- Consignee's full name and full address, including city, state and zip code (Party to whom the cargo will be delivered in the foreign country)
- Payer of Freight – company name and full address including city, state and zip code
- Customs Broker – company name, city, province/state and zip code
  - XU – United States Customs Broker
- Container/Equipment Initial & Number
- Seal Numbers
- Load/Empty Status
- STCC or Harmonized Number
- Hazardous Material Information
- Piece Count (Quantity/Units)
  - Quantity means the lowers external packaging unit; containers and pallets do not constitute acceptable information i.e. container holding 10 pallets with 200 cartons should be described as 200 cartons.
- Description of goods
  - FAK (Freight of All Kinds), General Cargo and STC (Said To Contain) are not acceptable descriptions.
- Weight/Weight Unit
- In-bond information
  - Invoice value and currency
- Routing
- US FDA Prior Notice (PN)

## SHIPPING INSTRUCTIONS

For Shipping Instructions questions or concerns: (888) 428-2673

- [PatternSupport@bnsf.com](mailto:PatternSupport@bnsf.com) – for assistance with creating or modifying a Shipping Instruction pattern
- [EbizHelp@bnsf.com](mailto:EbizHelp@bnsf.com) – for registration and/or access to the Shipping Instructions application

## CUSTOMS

- For Customs questions or concerns: (800) 850-2617 or [BorderSupport@bnsf.com](mailto:BorderSupport@bnsf.com)