

Task Title: Completing a Bill of Lading Form

# OALCF Cover Sheet – Practitioner Copy

**Learner Name:**

**Date Started:**

**Date Completed:**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:**

Read a Bill of Lading form to understand the requirements for filling it out as a Material Handler in the workplace.

**Main Competency/Task Group/Level Indicator:**

* Find and Use Information/Interpret documents/A2.3

**Materials Required:**

* Pen and paper and/or digital device

# Note to Instructor/Facilitator

The Bill of Lading form is best viewed online in magnifying format.

# Learner Information

Completing a Bill of Lading for items being shipped is a common part of many Material Handling jobs. It is important to understand and fill in this document with correct shipping information for your employer.

Scan the FedEX Bill of Lading.

# 

# Work Sheet

**Task 1: Which two service types does Fedex offer?**

Answer:

**Task 2: List 5 pieces of information about the Shipper that are needed to complete the form.**

Answer:

**Task 3: Where must the letters “C.O.D.” appear for a collect shipment?**

Answer:

**Task 4: How do you designate an item you are shipping as a Hazardous material?**

Answer:

**Task 5: List 3 pieces of information you need to fill in about the items you are shipping.**

Answer:

**Task 6: When do you need to provide an emergency contact number?**

Answer:

**Task 7: What information must you provide for international shipments?**

Answer:

# Answers

**Task 1: Which two service types does FedEx offer?**

Answer: FedEx Freight Priority and FedEx Freight Economy

**Task 2: List 5 pieces of information about the Shipper that are needed to complete the form**

Answer: Any 5 of the following:

* name
* FXF Acct #
* Attn to:
* address
* Phone number
* city
* state/province
* postal code
* Country
* Shipper Bill of Lading #

**Task 3: Where must the letters “C.O.D.” appear for a collect shipment?**

Answer: The letters “C.O.D.” must appear in the box before the consignee's name at the top of the form.

**Task 4: How do you designate an item you are shipping as a Hazardous material?**

Answer: Mark “X” or “RQ” in the HM Column

**Task 5: List 3 pieces of information you need to fill in about the items you are shipping**

Answer: Any 3 of the following:

* Handling units
* H/U Pkg. type
* Pieces
* HM
* Kind of package
* description of articles
* special marks
* exceptions
* Weight in lbs.
* NMFC Item#
* Class
* Cube (optional)

**Task 6: When do you need to provide an emergency contact number?**

Answer: When shipping Hazardous Materials

**Task 7: What information must you provide for international shipments?**

Answer: Broker Name, Fax and Phone numbers

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.3 | Interpret somewhat complex documents to connect, evaluate and integrate information |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

# URLs

Link to printable FedEx Bill of Lading:

[www.fedex.com/content/dam/fedex/us-united-states/freight/images/2019/Q3/fxfbol\_1932893323.pdf](http://www.fedex.com/content/dam/fedex/us-united-states/freight/images/2019/Q3/fxfbol_1932893323.pdf)