

*Final*  
*October 2020*



UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE  
UNITED NATIONS CENTRE FOR TRADE FACILITATION  
AND ELECTRONIC BUSINESS (UN/CEFACT)

**BUSINESS REQUIREMENTS SPECIFICATION**  
**(BRS)**

INTERNATIONAL FORWARDING AND TRANSPORT MESSAGES

**SHIPPING INSTRUCTION**

FINAL AFTER PUBLIC REVIEW

Approved: UN/CEFACT Bureau on 19 October 2020

**Version: 1.0**

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## Document History

<b>Phase</b>	<b><i>Status</i></b>	<b><i>Date Last Modified</i></b>
Draft development	Initial	29-JUN-2020

*Figure 1: Document History*

## Change Log

Date of Change	Version	Summary of Changes
June 2020	0.1	Initial Creation
July 2020	0.2	Following Internal review on call, updating the document to use the BRS template for T&L and to circulate on Cue.
July 2020	0.3	Feedback provided by project team merged into document, ready for public review.

Figure 2: Document Change Log

## 1.0 Preamble

The Shipping Instructions are variously known as Shipping Instructions, Forwarding Instructions, Shippers Letter of Instruction and would typically follow the Booking from the Transport Service Buyer to the Transport Service Provider as a pre-cursor to the issuing of a waybill which then acts as the evidence of the transport contract.

## 2.0 References

- UN/CEFACT Multi Modal Transport Reference Data Model (UN/CEFACT – SHIP/MMT-RDM)
- UN/CEFACT Buy-Ship-Pay Reference Data Model BSP-RDM Version 1.0 (2019)
- International Forwarding and Transport Version 1.0 BRS of (2008)
- UN/EDIFACT messages (IFTMIN)
- ITIGG Global Guidelines for the IFTM\*\* P&R messages

## 3.0 Objective

The objective of this document is to outline the implementation of Shipping Instructions into the transport movement between the Transport Service Buyer and the Transport Service Provider for the purpose of issuing a waybill.

The exchange of data in a standardized format reduces the integration effort between parties and ensures that the necessary data is placed into the relevant section on a waybill without misinterpretation and is presented in the exact way to adhere to any local, financial, regulatory or business requirement without modification or re-entry.

The provision of the shipping instructions in this way enables the data to be used in an electronic waybill.

This BRS is a subset of the International Forwarding and Transport BRS (2020)

## 4.0 Scope

### 4.1 Description

This BRS aims to develop a subset of the MMT RDM which is aligned to the global guideline for the UN/EDIFACT IFTMIN message structure, supporting digitalization in Transport and Logistics whilst remaining data exchange syntax agnostic.

### 4.2 Context

Context Category	Description
Business Process	Shipping Instruction in the transport and logistics BUY-SHIP-PAY/ Logistics / Transport / Shipping Instructions
Product Classification	All
Industry Classification	All
Geopolitical	Global
Official Constraints	None
Business Process Role	Transport Service Buyer and Transport Service Provider
Supporting Role	Consignee, Consignor, Carrier
System Capabilities	No Limitations

*Figure 3: Context Categories for Shipping Instruction*

## 5.0 Business Requirements Elaboration

### 5.1 Business Requirements List

Providing the shipping instructions electronically to a Transport Service Provider, for the purpose of preparing a waybill to cover the movement of goods.

The shipping instructions would usually follow a firm booking from the Transport Buyer and a confirmation from the Transport Service Provider to the Transport Buyer as a pre-condition of use, especially in sea freight.

Whilst the booking message cover the space allocation, transport planning, and service requirements, the instruction provides the ability to stipulate the details to appear on the waybill, this is particularly important when a letter of credit is used to finance and control the release of goods on presentation of a bill of lading.

The shipping instructions allow the requestor to provide literals or more detailed values for commodity details, party names and addresses and location spellings to

adhere to the letter of credit, or for mandatory data to meet advanced manifest requirements or import security filing.

This document describes the following typical scenario of using the shipping instruction message to provide instructions to a Transport Service Provider, and to provide amendments to an existing instruction.

Number	Business Requirement Statement	Business Transaction Name
A.1	To provide a new set of shipping instructions between the transport service buyer and the transport service provider	Shipping Instruction Request
A.2	To provide an amendment to an existing shipping instruction placed with the transport service provider	Shipping Instruction Amendment

Figure 4: Business Requirement List

Number	Data Requirement Statement
B1	The Shipping Instruction should provide interoperability with the UN/CEFACT Multi-Modal Transport Reference Data Model (MMT RDM)
B2	A Shipping Instruction shall only be for one Consignment

Figure 5: Data Requirement Statement Template

## 5.2 Definition of Business Terms

The main terms are defined in the MMT RDM; the Shipping Instruction is fully compliant with all of these definitions. The Shipping Instruction makes reference to the following additional terms:

Term	Definition
Letter of Credit	A letter issued by a bank to another bank (especially one in a different country) to serve as a guarantee for payments made to a specified person under specified conditions.
Transport Service Buyer (Consignor or Consignee)	The buyer of transport services as stipulated in a Transport Service Contract.
Transport Service Provider (Carrier)	The provider i.e. seller of transport services as stipulated in a Transport Service Contract.
Finance Service Providers	A provider of finance in a supply chain such as a Bank
Freight Forwarder	The party undertaking the forwarding of goods by provision of transport, logistics, associated formalities services etc.

Consignment	A consignment is a separately identifiable collection of Consignment Items (available to be) transported from one Consignor to one Consignee via one or more modes of transport as specified in one single transport service contractual document.
Shipment	A shipment is an identifiable collection of one or more Trade Items (available to be) transported together from the Seller (Original Consignor/Shipper), to the Buyer (Final/Ultimate Consignee).

Figure 6: Definition of Terms

### 5.3 Business Requirements View

#### 5.3.1 Overall Business Use Case, Partner View and Conceptual Model

The Shipping Instruction can be produced by the Transport Service Buyer, or a nominated party such as a Freight Forwarder who arranges and orchestrates the movement of the goods on their behalf, the waybill may require a number of amendments before it is acceptable to the Transport Service Buyer, this is more apparent on Consignments that have a Letter of Credit that needs to be presented to a bank where the precision of the wording and spelling of information on the waybill is critical.

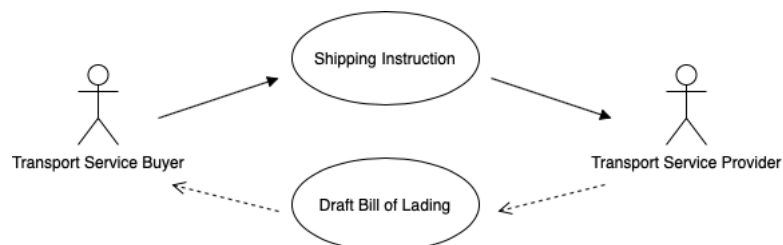
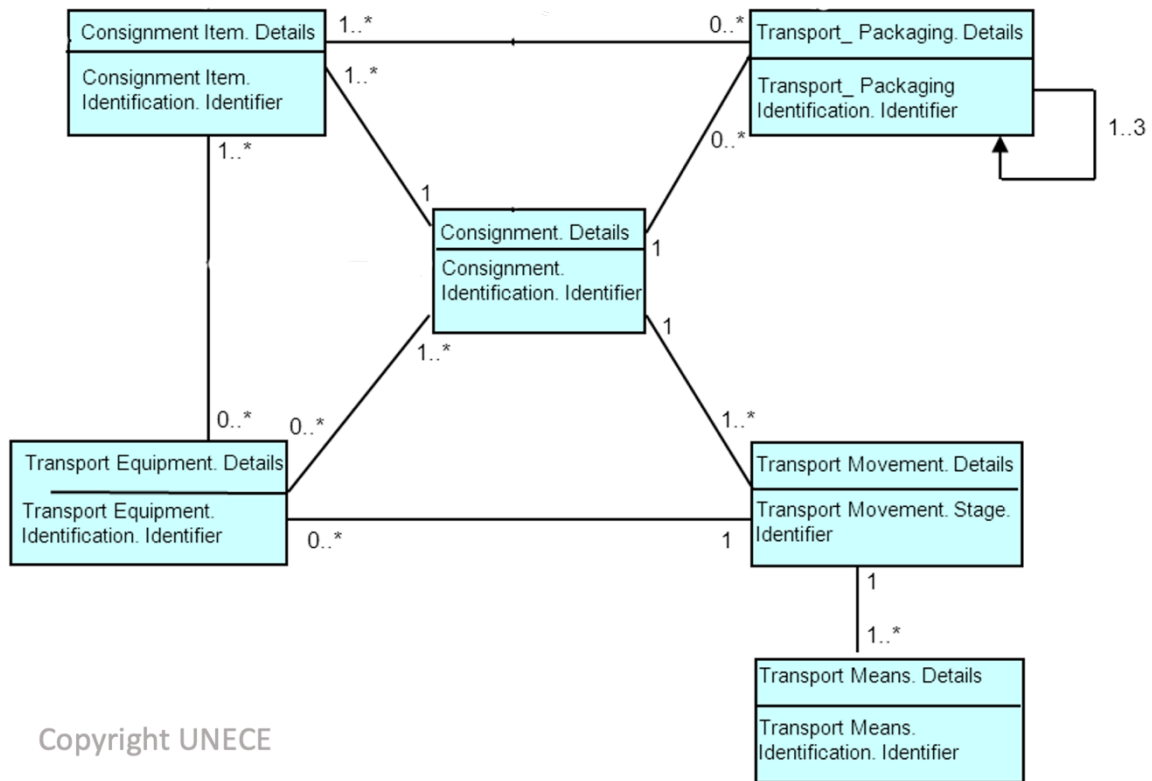


Figure 7: Overall Process Use Case Diagram

The following diagram describes the relationships between the highest-level Business Information Entities which are reused across the UN/CEFACT Buy/Ship/Pay, SCRDM and MMT Reference Data Models. The Shipping Instruction utilises the majority of these entities and relationships in the model.



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Figure 8a: MMT Entity Model

Figure 8b refer to the canonical data model, further details of which can be found in the MMT library publication.

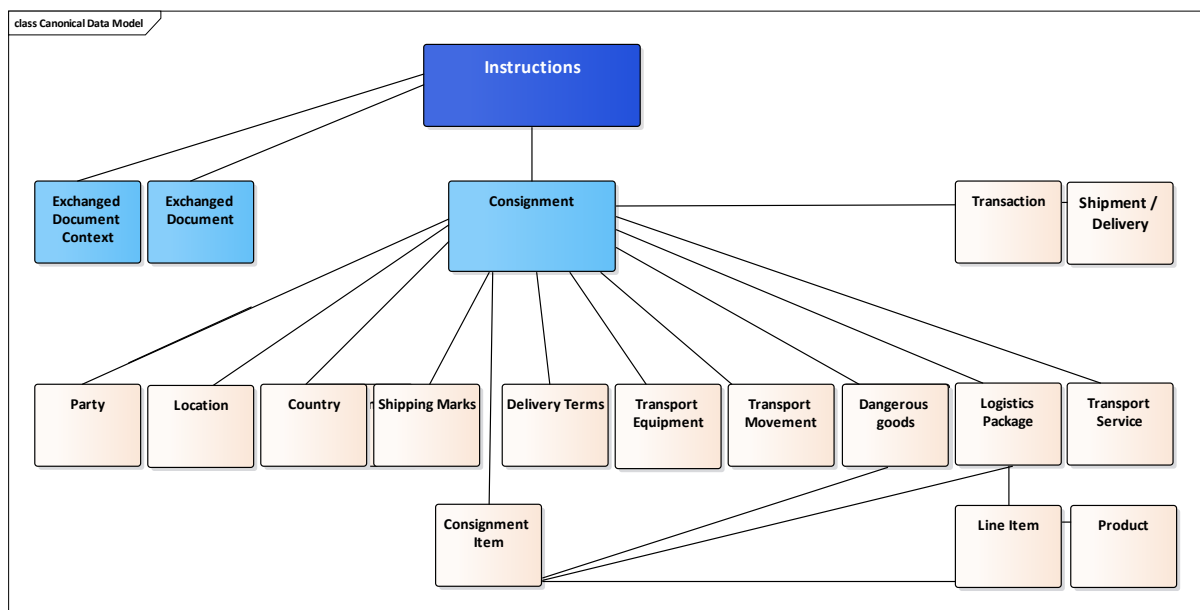


Figure 8b: Canonical Data Model – Shipping Instructions

A Shipping Instruction is sent by the Transport Service Buyer to the Transport Service Provider to specify the instructions and necessary details to form the basis of a single transport contract between them. Depending upon the mode of transport a contract is evidenced by a transport contract document which is variously called:

- Sea Waybill or negotiable bill of lading for maritime,
- Master or house Air Waybill for airfreight,
- Road consignment note for road
- Rail consignment note for rail
- Consignment note or negotiable bill of lading for inland water

This is usually the Master Bill of Lading, which may have several related House Bills of Lading, the Carrier is not always aware of the House Bill of Lading details unless they are required for regulatory purposes such as advanced manifest.

There can be differences in the processes between modes of transport for example;

- Airfreight the Freight Forwarder as Transport Service Buyer actually produces the transport contract document and no Shipping Instruction is sent between the Freight Forwarder and the Transport Service Provider (Carrier) using an assigned Carrier Bill of Lading Reference from a pre-approved series. The Master Air Waybill and House Air Waybill are provided to the Transport Service Provider.
- Sea freight the Transport Service Buyer provides the Shipping Instruction to the Transport Service Provider (Carrier) for the Master Bill of Lading only, no House Bill of Lading details are provided unless they are required for regulatory purposes such as advanced manifest reporting.



### 5.3.2 Shipping Instruction Request (A1)

<b>A.1 Shipping Instruction Request</b>	
<b>General</b>	
Name	Shipping Instruction Request
Description	To provide a new set of shipping instructions between the Transport Service Buyer and the Transport Service Provider
<b>Details</b>	
Classified to Business Areas and Process Areas	Business Area: <b>Multi-Modal Transport</b> Process Area: <b>Ship</b>
Participants and their interests	Transport Service Buyer, Transport Service Provider
Stakeholders and their interests	Buyer, Seller, Finance Service Providers, Insurance Service Providers
Reference(s)	
<b>Start / End Characteristics</b>	
Pre-condition	<ul style="list-style-type: none"> <li>• The Transport Service Buyer has a consignment to be transported and knows the mode of transport and the type of means of transport required for its transportation.</li> <li>• The consignment has been or will be loaded into one or more specific pieces of transport equipment.</li> <li>• The Transport Service Provider has space allocated on a specific means of transport.</li> <li>• The Transport Service Buyer and the Transport Service Provider have a relationship.</li> <li>• The Transport Service Buyer has sent a Booking Request to the Transport Service Provider.</li> <li>• The Transport Service Provider has accepted the Booking</li> </ul>
Post-condition	The waybill/consignment note/negotiable Bill of Lading is accepted by the Transport Service Buyer as the evidence of a transport contract between them and the Transport Service Provider, which can be used to satisfy any Letter of Credit stipulations.

Begins When	The Transport Service Buyer sends a Shipping Instruction message to the Transport Service Provider
Ends When	The Transport Service Provider returns a draft or final waybill
Exceptions	Amendments to the draft waybill become necessary to meet the requirements of the Consignor, Transport Service Buyer or the Finance Service Providers.
<b>Relationships</b>	
Included Business Processes	
Affected Business Processes	Prepare Waybill, Issue Waybill

*Figure 9: Business Process Worksheet – Shipping Instruction Request*

### 5.3.3 Shipping Instruction Amendment (A2)

<b>A.2 Shipping Instruction Amendment</b>	
<b>General</b>	
Name	Shipping Instruction Amendment
Description	To provide an amendment to an existing shipping instruction placed with the Transport Service Provider
<b>Details</b>	
Classified to Business Areas and Process Areas	Business Area: <b>Multi-Modal Transport</b> Process Area: <b>Ship</b>
Participants and their interests	Transport Service Buyer, Transport Service Provider
Stakeholders and their interests	Buyer, Seller, Finance Service Providers
Reference(s)	
<b>Start / End Characteristics</b>	
Pre-condition	A Shipping Instruction Request has previously been provided from the Transport Service Buyer to the Transport Service Provider
Post-condition	The waybill draft is updated by the Transport Service Provider
Begins When	Transport Service Buyer sends an amended Shipping Instruction
Ends When	Transport Service Provider updates the waybill
Exceptions	Further amendments to the waybill draft are necessary to meet the requirements of the Consignor, Transport Service Buyer or the Finance Service Providers
<b>Relationships</b>	
Included Business Processes	Shipping Instruction Request
Affected Business Processes	Prepare Waybill, Issue Waybill

Figure 10: Business Process Worksheet – Shipping Instruction Amendment

## 5.4 Business Choreography View

### 5.4.1 Business Transaction View – Transactions and Authorized Roles

This document covers the intended use of the shipping instruction, to provide clear and structured data to enable a Transport Service Provider to produce a waybill that evidences a transport contract which meets the financial, regulatory and business requirements of the Transport Service Buyer, whether this is covered under the first instruction or through several iterations via amendment messages.

<b>Business Transaction Worksheet</b>	
<b>General</b>	
Name	Shipping Instruction
Description	The Transport Service Buyer presents to the Transport Service Provider a Shipping Instruction for preparation of a waybill.
<b>Details</b>	
Requesting Role	Transport Service Buyer
Responding Role	Transport Service Provider
Requesting Activity	Issue Waybill
Responding Activity	Receive Waybill
Is Included in (Name of Business Collaboration)	Transport Contract between Transport Service Buyer and Transport Service Provider
<b>Start / End Characteristics</b>	
Affected Business Entities	Shipping Instruction
Pre-condition	Shipping Instruction Awaited
Post-condition	Shipping Instruction Received
Begins When	Shipping Instruction Issued
Ends When	Waybill Received
Exceptions	None
<b>Business Transaction Activity Details</b>	
Business Transaction Pattern	Information Distribution
<b>Requestor's Side</b>	
Requesting Role	Transport Service Buyer

Requesting Business Action Name	Shipping Instruction Request
Requesting Information Envelope Name	Shipping Instruction
<b>Responder's Side</b>	
Responding Role	Transport Service Provider
Responding Business Action	Send Bill of Lading
Responding Information Envelope Name	Bill of Lading

Figure 11: Business Transaction Use Case Worksheet

This is described in the following activity diagram:

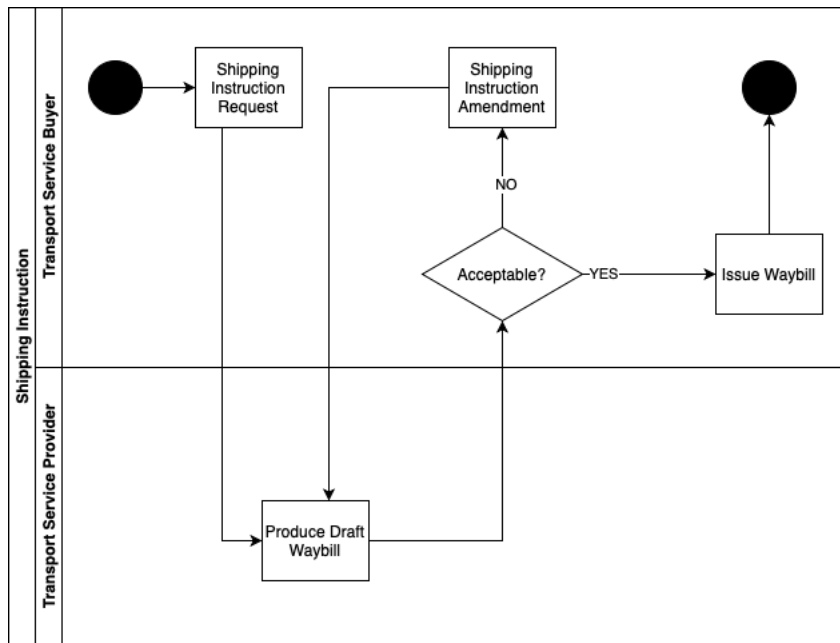


Figure 12: Business Transaction Activity Diagram