

OTIS Bill of Lading Requirements

The following information is required on all BOL's. Information must be printed, NOT handwritten:

BOL's missing the required information will need to be corrected and reprinted at time of pickup:

- Vendor Information
 - Name
 - Physical Street Address of shipping point
 - City, State and Zip Code of shipping point
- Otis Information:
 - Otis Company Name / Ship to
 - Street Address
 - City, State and Zip Code
- Carrier Name
- Carrier's reference number (PRO #)
- Specify freight terms: COLLECT, PREPAID, 3rd PARTY (check box on BOL form)
- Bill To for freight charges should reflect Otis current freight pay agent. Otis does not pay carriers direct. See Otis Routing Guide for details
- Otis PO # and invoice numbers (if you have invoice number at the time of shipping) contained in the shipment
- Handling unit quantity (pallet, carton, each) information. All 3 units of measure are required (not just pallet)
- Trailer and seal number (For truckload shipments)
- All seals must be ISO compliant and meet the following criteria:
 - Strong and durable against weather, chemical action, and undetectable tampering
 - Must be easy to apply and seal
 - Permanently and uniquely marked /numbered and marked with an easily identifiable manufacturer's logo.

Labeling of Shipments

The shipping label must clearly list all of the following information in both human readable and barcode:

- The full OTIS PO number (including release number if applicable)
- OTIS part number
- Quantity

Also required:

- The complete ship to address as shown on the OTIS purchase order, including any company contact (example – Attn: John Doe, Research Dept.);
- Labels placed on top of non-palletized boxes. Labels on palletized boxes and drums must be on side and face out
- Pallets should be loaded on trailer in such a way that the labels can be read without removing the pallet; and
- Number of packages/pallets included in shipment (example – 1 of 3).

HAZARDOUS MATERIALS SHIPPING

All shipments of hazardous materials and dangerous goods must conform to the conditions and specifications as published by the Department of Transportation in Title 49 CFR, or otherwise as required by applicable law or regulation.