



How to fill in the CMR consignment note (IRU model 2007)

With the intention of harmonising and simplifying international road transport, the IRU developed a model of the CMR consignment note, the first version of which was issued in 1976. In order to take into account the advances in the field of transport and to use the learning gathered of over 30 years of experience in the use of the first model of the consignment note,

the IRU has revised the 1976 model and issued a new model in 2007.

This current document is meant for carriers who intend to use the new CMR consignment note. It describes how this model should be filled in by the carrier or his/her partners, so as to best protect his rights and interests.

IRU CMR Model 2007

1 Exemple de l'expéditeur Copy for sender		LETTRE DE VOITURE INTERNATIONALE CMR INTERNATIONAL CONSIGNMENT NOTE	 Pays/Country No 24382	
1 Expéditeur (nom, adresse, pays) Sender (name, address, country)		6 Transporteur (nom, adresse, pays, autres références) Carrier (name, address, country, other references)			
2 Destinataire (nom, adresse, pays) Consignee (name, address, country)		7 Transporteurs successifs / Successive carriers Nom / Name Adresse / Address Pays / Country Reçu et acceptation / Receipt and Acceptance Date Signature			
3 Prise en charge de la marchandise / Taking over the goods: Lieu / Place Pays / Country Date Heure d'arrivée / Time of arrival Heure de départ / Time of departure		8 Réserves et observations du transporteur lors de la prise en charge de la marchandise Carrier's reservations and observations on taking over the goods			
4 Livraison de la marchandise / Delivery of the goods: Lieu / Place Pays / Country Heures d'ouverture du dépôt / Warehouse opening hours		9 Documents remis au transporteur par l'expéditeur Documents handed to the carrier by the sender			
5 Instructions de l'expéditeur Sender's instructions		10 Marques et numéros Marks and Nos			
11 Nombre de colis Number of packages		12 Mode d'emballage Method of packing		13 Nature de la marchandise Nature of the goods	
14 Poids brut, kg Gross weight in kg		15 Cubage m3 Volume in m3			
Numéro ONU UN Number		Nom voir 13 Name see 13		Numéro d'étiquette Label Number	
Groupe d'emballage Packing Group		(ADR) (ADR)		(ADR) (ADR)	
16 Conventions particulières entre l'expéditeur et le transporteur Special agreements between the sender and the carrier		17 A payer par To be paid by:		Expéditeur Sender	
		Prix de transport Carriage charges		Destinataire Consignee	
		Frais accessoires / Supplementary charges			
		Droits de douane / Customs duties			
		Autre frais / Other charges			
18 Autres indications utiles Other useful particulars		19 Remboursement Cash on delivery			
20 Ce transport est soumis, nonobstant toute clause contraire, à la Convention relative au contrat de transport international de marchandises par route (CMR) This carriage is subject, notwithstanding any clause to the contrary, to the Convention on the Contract for the international Carriage of Goods by Road (CMR)					
21 Etablie à / Established in		le / on		20..	
22		23		24 Marchandises reçues / Goods received Heure d'arrivée / Time of arrival Heure de départ / Time of departure	
Signature ou timbre de l'expéditeur Signature or stamp of the sender		Signature ou timbre du transporteur Signature or stamp of the carrier		Lieu Place le on 20.. 20..	
				Signature et timbre du destinataire Signature and stamp of the consignee	
Partie non contractuelle réservée au transporteur / Non-contractual part reserved for the carrier					

Les parties encadrées de lignes grasses doivent être remplies par le transporteur
The spaces framed with heavy lines must be filled in by the carrier

A remplir sous la responsabilité de l'expéditeur
To be completed on the sender's responsibility

(ADR) - En cas de marchandises dangereuses indiquées à la dernière ligne du cadre, Numéro ONU, Marchandise classée, 1 et 7, voir demande spéciale dans ADR, Partie 5, Numéro d'étiquette et Groupe d'emballage
- In case of dangerous goods mention on the last line of the column, UN number, Goods from class 1 and 7, see special documentation demands in ADR, Part 5, The label number and Packing Group.

The consignment note is printed in four copies of different colours:

- **red** : copy for the consignor
- **blue** : copy for the consignee (this copy accompanies the goods throughout the entire transport)
- **green**: copy for the carrier
- **black**: copy reserved for administrative procedures

All copies of the consignment note must be filled out in the same way. It is possible that at the time the consignment note is established, certain data will be unknown (for example: information concerning successive carriers). This data can be added later in the available copies.

The number of the CMR consignment note appears in two places: at the top right of the page and at the bottom left of the page.

The country in which the consignment note was issued is also indicated at the top of the page (Pays/Country).

It is recommended to fill in the boxes as follows:

Box 1 Name and complete address of the consignor of the goods

Box 2 Name and complete address of the consignee of the goods

Box 3 Place and date when the goods are taken into charge by the carrier. It is recommended that the carrier indicate the hour of arrival of the vehicle at the place of loading and the hour of departure. These annotations are useful in the event that the vehicle remains standing over a period of time due to the consignor of the goods, so as to enable the carrier to obtain remuneration.

Box 4 The foreseen place of delivery of the goods. It is recommended to ask the consignor to indicate the opening hours of the warehouse or depot where the delivery will take place. This mention will avoid the carrier having an expensive and unnecessary wait if he arrived outside of opening hours.

Box 5 Particular instructions of the consignor. If necessary, the consignor is expected to indicate instructions that could affect the transport, such as the instructions concerning Customs procedures, the ban on transshipment of the goods, insurance of the goods or any other instruction he deems useful.

Box 6 Name and complete address of the carrier, other references if applicable.

Box 7 Successive carrier(s). This box is intended for the eventuality that the transport is carried out by several carriers who carry out the voyage successively.

This box, if applicable, should be filled in at the moment when the successive carrier takes the goods into charge – these indications will be noted at least on the consignment note intended for the consignee (second copy) and on the copy intended for administrative procedures).

If it is foreseen that the transport be carried out by several successive carriers, it is important that the copy of the consignment note intended for the consignee has at least a record of the carrier who will deliver the goods.

The successive carrier must date and sign the box (“goods received and accepted”, “date” sections). Here he can also indicate the reservations concerning the number of packages, their identifying marks and numbers, the apparent state of the goods and their packaging at the time of taking into charge. If there is a lack of space, the reservations can be written elsewhere (for example on the back of the consignment note), but a clear indication on the consignment note should state that reservations were made, and these should be validated by the carrier who carried out the part of the transport preceding the taking into charge by the successive carrier.

Box 8 Reservations and observations of the carrier at the time of taking the goods into charge, such as the number of packages, their identifying marks and numbers and their packaging. These reservations must be validated by the consignor if they are to be valid.

Box 9 List of the documents handed by the consignor to the carrier (for example: loading list, certificates of origin of the goods etc.).

Boxes 10-15 correspond to the usual description of the transported goods, including, if applicable, special indications concerning dangerous goods.

Box 16 Particular agreements between the consignor and the carrier such as the declared value of the goods and the amount representing special interest at time of delivery, the agreed time limit within which the transport must be carried out, the possibility of using open non-sheeted vehicles, the use of palettes, the record of the person responsible for loading, stowing and unloading, the admission of the transport onto a ferry, the applicable jurisdiction or any other indication deemed to be useful by the parties to the transport contract.

Box 17 Indications concerning the amount of the different payments relating to the transport contract established as well as the indication of the party who is bound to carry out the payment. If the carrier is not capable or if he judges it irrelevant to indicate the exact amount of the payments due, he is strongly advised to at least indicate the party responsible for the payment in order to avoid future discussions in this respect.

Box 18 Other useful indications: the parties may add any indication of use to other parties or to the competent authorities. This could be the license plate number of the vehicle, load capacity, the net weight of the goods, the number of the TIR Carnet or any other Customs document used during the transport etc.

Box 19 The indication of the amount of reimbursement transferred by the consignee and to be received by the carrier at the time of the delivery of the goods. Warning: in accordance with the CMR Convention (Article 21), the carrier is bound to remunerate the consignor for the exact amount of the reimbursement if the goods were delivered to the consignee without the said reimbursement being settled at delivery.

Box 20 (already filled in): obligatory reference reflecting the prevalent value of the provisions of the CMR Convention

Box 21 Place and date of the establishment of the consignment note

Box 22 Signature or stamp of the consignor (choice left to the consignor)

Box 23 Signature or stamp of the carrier (choice left to the carrier)

Box 24 Signature and stamp of the consignee confirming delivery of the goods, indicating the place, the date and particularly quoting the time of arrival of the vehicle at the place of delivery and subsequent departure following the unloading. These remarks are useful in the case where the vehicle remains standing due to the consignee of the goods, in order to, if necessary, remunerate the carrier.

The consignment note also has at the bottom of the page a **“Non-Contractual Part”** field, reserved for the use of the carrier (for example: Customs offices used, distances covered, etc., i.e. records that do not entail contractual obligations for the concerned carrier).

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