CMR CONSIGNMENT NOTE · THE 24 BOXES EXPLAINED

A filling-in guide based on the numbering of the IRU 2007 model. This is not the form itself: the carrier usually brings that, as a four-copy set in different colours, or it is issued as an electronic consignment note (e-CMR).

THE BOXES, IN ORDER

No.	Older pads	Box	Filled in by	What goes in it
1	1	Sender	Sender	Full name and address, including the country (Art. 6(1)(b)).
2	2	Consignee	Sender	Full name and address of the party receiving the goods (Art. 6(1)(e)). This may differ from the buyer on the invoice.
3	4	Taking over the goods	Sender	Place, country and date the carrier takes over the goods (Art. 6(1)(d)). The IRU recommends noting the truck's arrival and departure times, which matter if the vehicle is kept waiting.
4	3	Delivery of the goods	Sender	Place and country designated for delivery (Art. 6(1)(d)), with the receiving warehouse's opening hours.
5	13	Sender's instructions	Sender	Instructions on customs formalities, a ban on transhipment, insurance of the goods (Art. 6(1)(j) and 6(2)(a), (e)).
6	16	Carrier	Carrier	Full name and address of the carrier (Art. 6(1)(c)), with its own references.
7	17	Successive carriers	Carrier	Only if the goods pass to another carrier, who dates and signs on taking them over.
8	18	Carrier's reservations	Carrier	Reasoned reservations on the number of packages, their marks and the apparent condition of goods and packaging (Art. 8). They don't bind the sender unless the sender accepts them on the consignment note.
9	5	Documents handed to the carrier	Sender	The list of documents given to the carrier: invoice, packing list, certificates (Art. 6(2)(g) and Art. 11).
10	6	Marks and Nos	Sender	Marks and numbers of the packages (Art. 6(1)(g)), the same as on the packing list.
11	7	Number of packages	Sender	How many packages (Art. 6(1)(g)). The carrier checks the count at loading (Art. 8).
12	8	Method of packing	Sender	Pallet, carton, crate (Art. 6(1)(f)).
13	9	Nature of the goods	Sender	The goods' usual description (Art. 6(1)(f)), matching the invoice and packing list. For dangerous goods, the ADR details go on the bottom line.
14	11	Gross weight, kg	Sender	The gross weight (Art. 6(1)(h)). The carrier's liability limit is worked out on this figure (Art. 23).
15	12	Volume, m^3	Sender	The volume of the load.
16	19	Special agreements	Sender	What you agree with the carrier: declared value (Art. 24), special interest in delivery (Art. 26), time limit (Art. 6(2)(f)), pallets, who loads and unloads.
17	20 and 14	To be paid by	Carrier	Carriage charges, supplementary charges, customs duties, other charges, and who pays them, sender or consignee (Art. 6(1)(i)).
18	none	Other useful particulars	Sender	Anything useful to others or to the authorities: vehicle registration, net weight, a customs document number.
19	15	Cash on delivery	If there's one	The amount to collect on delivery (Art. 6(2)(c)). If the carrier delivers without collecting it, it owes the sender up to that amount (Art. 21).
20	no number	CMR clause	Pre-printed	The sentence that makes the carriage subject to the Convention (Art. 6(1)(k)). Without it, the carrier is liable for the resulting loss (Art. 7(3)).
21	21	Established in, on	Carrier	Place and date the note is made out (Art. 6(1)(a)).
22	22	Sender's signature	Sender	Signature or stamp of the sender (Art. 5).
23	23	Carrier's signature	Carrier	Signature or stamp of the carrier (Art. 5).
24	24	Goods received	Consignee	Place, date, arrival and departure times, signature and stamp on delivery. Reservations: at once for visible damage, in writing within 7 days for hidden damage (Art. 30).

The margin of the IRU 2007 model says the sender is responsible for boxes 1-5, 9-16, 18 and 22, and that the boxes framed in heavy lines (6, 7, 8, 17, 21, 23) are filled in by the carrier. Many pads on sale still use the earlier numbering, with the same boxes in a

different order (the carrier in 16, the reservations in 18): the «Older pads» column gives the matching number. Go by the box's name rather than its number.

THREE RULES OF THE CONVENTION WORTH KEEPING IN MIND

The sender answers for the details. Under Article 7 the sender is liable for the carrier's costs and losses if names, addresses, goods, packages, weight or customs instructions are inaccurate or incomplete, even when the carrier wrote them in at the sender's request.

Three signed originals. Under Article 5 the first goes to the sender, the second travels with the goods and the third stays with the carrier. The IRU model adds a fourth copy for administrative purposes: red for the sender, blue for the consignee, green for the carrier, black for administration. The sender's copy is also what you need to change instructions during the journey (Art. 12).

Reservations have a deadline. On delivery, visible damage is raised at once; hidden damage in writing within 7 days, Sundays and public holidays excluded; delay within 21 days (Art. 30). Claims are time-barred after one year (Art. 32).

Free template produced by Itria, following the numbering of the IRU 2007 model and Article 6 of the CMR Convention. The real form is the carrier's, on paper or electronic. How to fill it in, box by box:
itria.io/en/modello-cmr

Template built by Itria. Not an official form. Have your freight forwarder or accountant check it before you use it.

If you redo this by hand for every order, an AI agent can do it from the data you already have and leave it for a person to approve. A couple of lines on WhatsApp to +39 350 574 3578 or an email to info@itria.io. How it works: itria.io/en/documenti-per-esportare-ai