

# Completing Shippers Letter of Instruction (SLI)



September 2010

---

# Completing Shippers Letter of Instruction

- Shippers Letter of Instruction or SLI must be completed correctly
- Once it is completed, it is to be sent back with copies of commercial invoices and packing slip to coordinator and the same copy attached to the goods

# Mode of Transport

- Please ensure that one of the boxes are ticked – sea freight or air freight
- This field can be found above shipper but underneath main title
- Mode of transport is indicated on Lihir purchase order instructions

# Shipper

- Shipper field on SLI refers to sender/seller of the goods i.e. the supplier
- Please enter your full address with telephone number and fax number as well as contact person
- Enter your ABN number
- Under ref# please enter either your purchase order, invoice number etc.

# Pick Up Address

- If the address in the shipper field is not the pick up address (cargo is to be picked up from third party or from the warehouse located elsewhere), please fill out the field in the bottom right hand corner under the pick up question

# Consignee

- This is the buyer/receiver of the goods i.e Lihir Gold Limited
- Under ref# please enter Lihir Purchase Order. It almost always starts with “L”. This is very important as Lihir traces its orders and once an order is received into its warehouse and into the Lihir system, outstanding invoice/s are paid – but not before confirmation that the goods have been received

# Marks and Numbers

- Enter Lihir order number or part number or any markings that will help Lihir identify particular part/s
- E.g. L85421- ex/d000

# Description

- Please clearly state if it is a [carton, pallet, crate, tie, roll, bundle] of [rollers, clips, switches etc]
- If cargo contains **Dangerous Goods (DG)** please answer the question. If not declared, this can result in Transport Co refusing to pick up, incurring extra charges that could be charged back to you if the above is not completed
- If it is DG then SLI is to be accompanied with a properly completed Multimodal Dangerous Form (MO41). This is requirement by the Federal Department of Transportation



# Dimensions and Weights

- Enter correct dimensions and weights for **each** piece of cargo
- This is needed in order to book appropriate transport for the cargo and avoid futile trips which could be charged back to the supplier for failing to provide the correct information
- Add total weights and cubic meters at the bottom

# Pick Up of Cargo Field

- Please refer to the Lihir purchase order request for Terms of Delivery. If we are to pick up – Please clearly tick the applicable box
- If unsure please call us quoting Lihir purchase order number and we will check terms of delivery with Lihir. This question must be answered.

# Country or Origin

- Please enter Country of Origin of goods e.g. China, USA, Germany
- If Australia please nominate which State
- This is requirement by Australian Customs when reporting the goods for export clearance. It is a duty by the shipper to provide correct information otherwise export could be held delaying delivery of goods to Lihir – thus no payment for the goods

# Signature

- Please make sure that you sign SLI at the bottom of document

# Newcrest Website - Suppliers

- Additional information for suppliers and applicable forms can be downloaded from:

<http://www.newcrest.com.au>