

To all Bill of lading issuing Agencies

**Subject: UNIQUE BILL OF LADING NUMBERING SYSTEM**

I. Messina has decided to use a new unique Bill of Lading numbering system which has to be employed for all Agencies issuing Bills of Lading.

Reasons why new system will be taken in place are:

- a more efficient reference number because is no longer needed mentioning vessel, voyage and port of loading
- a controlled key of reference for each bill of lading
- an easy reference to locate the bill of lading especially when the freight being collected has to be allocated to the corresponding b/l.

The new b/l number is 8 digits long and has the following structure:

X	X	Y	N	N	N	N	C
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- **XX** Issuing Agency Identifier
- **Y** Year of issue
- **NNNN** Number of b/l issued by the Agency in the year (from 0001 to 9999)
- **C** Check Digit

**Issuing Agency Identifier (XX).**

Each I. Messina Agency will have its own two digits code identifying who issued that particular bill of lading.

Because for each 2 digits code is available a range of 9999 numbers (from 0001 to 9999) in one year, a special note has to be done for Genoa and Naples using more than 9999 b/l numbers in one year. More codes have been assigned to Genoa (from G0 to G9 and from GA to GZ) and Naples (NA and from N0 to N9), each of them identifying the series it belongs to in the range of 10 thousand numbers. This will be applied for every Agency on same conditions.

The two letters code allows easy reference to the Agency as it should not be repeated within the I. Messina organization for more than a single Agent at a time.

Attached to this letter please find a list of I. Messina bill of lading Agency Identifier codes.

**Year of issue (Y).**

The last digit of the year (9 for 1999, 0 for 2000, etc.) identifies the year the b/l number has been assigned.

**Sequential Number in the year (NNNN).**

This is four digits number from 0001 to 9999 assigned in sequential order in the year.

**Check digit (C).**

To avoid using wrong numbers and to check b/l number, last digit in the b/l is a check digit calculated on previous letters and numbers according to the I.S.O Standard Organization rules (same rule applied for calculating check digit for a container number).

Attached to this letter please find a memo explaining check digit calculation.

**Assigning numbers to Bill of Lading Form.**

Agencies producing bills of lading via computer can implement the new numbering system in their programs as they assign b/l number automatically.

Agencies assigning b/l numbers manually can use a special computer program available on [www.messinaline.it](http://www.messinaline.it), that calculates b/l numbers and print a list of all available numbers for a selected range (Agency must be enabled to use this program).

Working with a paper list means that Agency should pick up the first available number which is to be written on B/L form, taking care to avoid absolutely using same number more than once for different B/L.

Reporting references on the list, when properly used by the Agent, should allow ready identification of the parcel for which the number has been used.

Initial B/L number to be assigned manually or by computer program for an Agency starting working for Messina during the year will be communicated by Messina Headquarter.

Best regards.

## Check Digit Calculation for I.Messina Bill of Lading number.

A B/L number consists of 8 alpha numeric characters, the first 7 being the number and the 8th being the check digit.

If any of first 7 characters are alpha, these alpha characters must be converted to numeric values in order to apply calculation or validation of the check digit.

The conversion table from alpha and numeric characters to numeric values used for calculation according to International Standard Organization.

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8

W	35
X	36
Y	37
Z	38

9	9
A	10
B	12
C	13
D	14
E	15
F	16
G	17
H	18

I	19
J	20
K	21
L	23
M	24
N	25
O	26
P	27
Q	28

R	29
S	30
T	31
U	32
V	34

An example follows to show check digit calculation for B/L DB90783

Number and letters off from left to right under B/L number the following weighted numbers starting at 2 to the power of 0 = 1 and rising to 2 to the power of 6=24

D	=	14	*	2 <sup>0</sup>	1	=	14	
B	=	12	*	2 <sup>1</sup>	2	=	24	
9	=	9	*	2 <sup>2</sup>	4	=	36	
0	=	0	*	2 <sup>3</sup>	8	=	0	
7	=	7	*	2 <sup>4</sup>	16	=	112	
8	=	8	*	2 <sup>5</sup>	32	=	256	
3	=	3	*	2 <sup>6</sup>	64	=	192	
Total							634	
							/	
							11	
Remainder	Check	Digit					=	57
							(°)	7

(\* = multiply / = divide)

The final B/L Number is DB907837 where

DB Dubai Agency

9 Year 1999

0783 Progressive number in 1999

7 Check Digit (°)

**(°) When remainder is equal to 10 (ten) check digit is 0**