Available document types

This article shows all available document types that can be enabled for display, including in both the customer and carrier portals.

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The document types shown in orders, loads, invoices and resources can be configured. Before any of the documents can be used, they must first be enabled in **Configuration > Documents**.

Below is a list of the document types currently supported.

Document type	Description
12 weekly check	A 12 weekly check (also known as a 12-week inspection or quarterly inspection) in the transportation industry is a routine maintenance inspection performed every 12 weeks (approximately every three months) on commercial vehicles, especially heavy goods vehicles (HGVs), buses, and trailers. This check is essential for ensuring vehicle safety, reliability, and compliance with regulatory standards.
A1 document	Also known as an E101 certificate, certifies an individual's exemption from social security contributions in one country while temporarily working in another country
HazMat certificate	Certificate of competence for transporting hazardous materials (HazMat) by road.
HazMat endorsement	License authorizing a driver to transport hazardous materials.
AEO regulated agent license	License certifying a company as an Authorized Economic Operator (AEO) regulated agent.
Alfapas	A personal identification and access card (Alfapass CVBA) used by drivers and logistics personnel to gain access to secured sites, terminals, and ports, primarily in the Netherlands, Belgium, and Germany.
Analysis certificate	Document certifying the results of analysis conducted on a material (often required for transporting hazardous or specialized goods).
Annual vehicle safety check (MOT)	Inspection certificate confirming a vehicle's compliance with safety standards (annual).
Approval loading list	List detailing goods approved by the client for loading onto a vehicle or transport vessel
ATA carnet	The ATA carnet, often referred to as the "passport for goods", is an international customs document that permits the tax-free and duty-free temporary export and import of non-perishable goods for up to one year.
ATP certificate	A certificate that verifies a vehicle's compliance with the Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be Used for such Carriage (ATP). This agreement sets standards for the international transportation of perishable foodstuffs, specifically regarding the temperature control and insulation of vehicles used to carry these goods.
ATR	Admission Temporaire/Temporary Admission: a customs document allowing the temporary importation of goods into a country without payment of duties or taxes.
Authorization preferential origin	Document certifying the preferential origin of goods
Bank details	Bank details of the customer/supplier
BBS certificate	Certificate confirming compliance with Bureau of Belgian Standards for specified products
Bill of lading instructions	Instructions outlining the details to be included in a bill of lading, which is a document acknowledging the receipt of goods for shipment
Break test certificate	Certificate confirming the successful performance of a break test
Cargo insurance	Provides financial protection against loss or damage to goods during transportation by sea, air, or land.

Document type	Description
Cargo card access card	A personal smart card (Secure Logistics) issued to drivers and logistics personnel that provides access to secured terminals, port areas, and other controlled locations, primarily in the Netherlands, Belgium, and Germany.
Certificate of conformity (COC)	Document certifying that goods meet specified standards or regulations
Certificate of origin	Document certifying the country of origin of goods
Certificate of shipment	A certificate of shipment is a document issued by a carrier, freight forwarder, or shipping company to confirm that goods have been shipped and are en route to their destination. This document serves as proof that the items have been dispatched according to the agreed-upon shipping instructions and that they are in transit.
Citations	Traffic ticket issued by law enforcement to a driver for a violation.
Civil liability exploitation	Type of document that defines that while a company conducts its business activities, both directly and through its employees, there is a risk of damage to third parties: personal injury, property damage and/or intangible damage. In each of these cases, the company is liable to compensate the damage suffered.
Civil liability insurance	Civil liability insurance is a document that insures the damage that could be caused to third-party property.
Claim	A claim form is a document used to make a formal request for compensation, reimbursement, or damages. It is commonly used in contexts like insurance, healthcare, warranties, or returns. The applicant fills out the form with relevant information such as personal details, incident or damage descriptions, and supporting documents (e.g., receipts or photos).
Cleaning advice	Instructions for cleaning transportation equipment
Cleaning invoice	Invoice for cleaning transportation equipment
Cargo insurance	On every CMR, there is a certain amount that is insured in case of damage. Cargo insurance is the paperwork of this agreement.
Code 95	Code 95 is proof that a driver meets the (training) requirements for professional drivers (Certificate of Professional Competence, Verklaring van Vakbekwaamheid).
Pickup CMR	CMR document signed at the pickup location.
Commercial invoice	Document specifying the details of goods sold or shipped, including prices, quantities, and terms of sale.
Communication	Any form of communication related to transportation operations (for instance: emails)
Communication contract carrier	Communication related to subcontracted transportation services
Confirmation rate shipping line	Confirmation of the rates provided by a shipping line
Receiver signature	Signature of the party receiving a shipment of goods
Shipper signature	Signature of the party sending or shipping goods

Document type	Description
Container certificate	Certificate of ownership or compliance for transport containers
Container cleaning certificate	Certificate confirming the cleaning of a container
Container damage report	Report documenting any damage to a container
Container inspection report	Report detailing the results of an inspection on a container
Container interchange report	Report documenting the exchange of containers between different carriers.
Container lease	Agreement for the lease of a container
Container maintenance report	Report documenting maintenance activities performed on a container
Container release	Authorization for the release of a container for shipment
Container repair report	Report documenting repairs made to a transport container
Container tank test certificate	Certificate confirming the successful testing of a container's tank
Container tank test certificate (2.5Y)	Certificate confirming the successful testing of a container's tank (validity of 2.5 years)
Container tank test certificate (5Y)	Certificate confirming the successful testing of a container's tank (validity of 5 years)
Citerne cleaning certificate	Certificate confirming that detailed water storage tanks have been cleaned and sterilized in accordance with regulations and ACOP L8.
Common Health Entry Document (CHED)	A Common Health Entry Document (CHED) is an official form required by European Union authorities for the import of certain animals, animal products, food, and feed of non-animal origin from non-EU countries. Importers must complete it, and border control authorities must validate it to ensure the goods comply with applicable health and safety regulations before entering the EU market.
Complaint form	A complaint form is a structured document designed for individuals to formally record their dissatisfaction with a product, service, or experience, providing organizations with the details needed to investigate and address the reported issues.
Contract	Contract of a contract carrier.
Credit adjustment approval	Official authorization for making changes to a customer's account balance, such as issuing a refund or credit memo, or correcting billing errors.
Credit memo	Document to add a credit adjustment to invoices
Credit memo breakdown	Credit memo breakdown
Credit report	A document that evaluates a company's or individual's creditworthiness, often used in trade to assess financial risk.

Document type	Description
Customer paperwork	Documents or forms required by a customer for shipment or delivery (often used in the UK)
Customs declaration	Customs declaration instructions provide guidance on how to correctly complete and submit a customs declaration when importing or exporting goods.
Customs document	Document required by customs authorities for the clearance of goods through customs
Customs invoice	Invoice prepared according to customs requirements for international shipment
Customer questionnaire	Document that must be completed by the customer and approved.
Hazardous materials declaration	Document declaring the presence of hazardous materials in a shipment,
Dangerous Goods Safety Adviser (DGSA) certificate	A DGSA (Dangerous Goods Safety Adviser) certificate is a qualification document certifying that an individual has completed the necessary training and examination to advise a company on the safe transportation of hazardous materials in compliance with European regulations.
Delay notification	Notification used to inform the customer about delays.
Delivery receipt	Document signed by the recipient upon delivery of goods.
Delivery notification	Notification sent to inform the recipient of an upcoming delivery
Draft bill of lading	Draft version of a bill of lading, i.e. a receipt issued by a carrier confirming the shipment of goods
Draft invoice	Draft version of an invoice
Draft billing proposal	Preliminary proposal outlining charges for a transportation service.
Driver's extra ADR training	Documentation of additional training received by a driver for transporting hazardous materials
Driver's CDL card	Certificate of Professional Competence: legal requirement to complete 35 hours of approved training over a 5-year period.
Driver's card	Identification card inserted into the tachograph by the driver.
Driver's license	License authorizing a driver to operate a vehicle
Driver's identity card	Identification card for a driver
Driver completed load sheet	Load sheet with additional data completed by the driver during operations.
IMI portal	Portal for accessing information related to International Maritime Industries
Driver insurance	Documentation of insurance coverage for a driver or their vehicle
Driver's medical exam	Certificate of the evaluation of a driver's physical and mental fitness
Driver personal protective equipment	Documentation related to the provision of personal protective equipment (PPE) for drivers (reflective vests, gloves etc.)
Driver signature	Driver's signature
Refugee training license	License ensuring drivers have undergone specialized training to protect vehicles from unauthorized entry attempts by individuals crossing the border

Document type	Description
Driver's training	Documentation of training received by a driver
Drop in terminal	Document for requesting to drop off a container at a terminal
Dutch customs release	Release authorization issued by customs authorities (the Netherlands)
ECMT/CEMT transport license	An ECMT quota transport license (now called ECMT multilateral quota license) is a permit system allowing road freight transportation operators to conduct international haulage between European countries that are members of the ECMT (European Conference of Ministers of Transport).
EDI invoice	Electronic Data Interchange (EDI) version of an invoice
ETA (Electronic Transit Accompanying) document	An ETA document is an electronic customs form that accompanies goods moving across the UK border under transit procedures. It contains a unique reference number and allows freight to travel without paying import duties at each border crossing.
EUR1	Document certifying the origin of goods for preferential tariff treatment within the EU
Eurovignet	Permit allowing the use of toll roads in Europe for heavy goods vehicles
EUR-MED	Document certifying the origin of goods for preferential tariff treatment between the European Union and Mediterranean countries
Exceptional transport license	License authorizing the transportation of oversized or exceptionally heavy goods
Export accompanying document (EAD)	An Export Accompanying Document (EAD) is an official customs document that contains key shipment information and accompanies goods being exported from the EU to non-EU countries. It serves as proof of legal export authorization and enables customs authorities to track and verify the physical exit of goods.
Extra permitted weight	Authorization for transporting goods exceeding standard weight limits
Extra cost confirmation	A formal acknowledgment or approval of additional charges incurred beyond the originally agreed transportation costs.
EX-A export declaration	Declaration for goods exported from the EU
Export document	Generic document type to capture export items.
Export health certificate (EHC)	An Export Health Certificate (EHC) is an official document issued by a government veterinary authority that confirms exported animals or animal products meet the health requirements of the importing country, ensuring food safety and preventing the spread of diseases across international borders.
Equipment interchange receipt (EIR)	A document used in the transportation and logistics industry to record the transfer of equipment, such as containers, trailers, or chassis, between different parties—usually between a shipping line, port terminal, or trucking company. The EIR provides proof of the condition and details of the equipment at the time of transfer, helping to track and verify the state of the equipment at each interchange point.
EU transport license	A professional carrier that owns a vehicle with a load capacity of more than 500 kg must, at a minimum, have a transport license, the so-called Eurolicense.

Document type	Description
Ferry booking	Booking confirmation for transportation via ferry
Final bill of lading	Final version of a bill of lading, i.e. a receipt issued by a carrier confirming the shipment of goods
Fine	A monetary penalty imposed as punishment for breaking rules, regulations, or laws. In the context of business or transportation, it can refer to charges levied for violations of regulations, late payments, or non-compliance with contractual obligations.
Fire extinguisher service	The regular inspection, maintenance, and servicing of fire extinguishers installed in vehicles, warehouses, and other transportation facilities.
Forklift license	License authorizing an individual to operate a forklift
FRC certificate	Mandatory certification for reefer trucks in international transportation.
Freight forwarder license	A permit that allows a company to act as an intermediary in the transportation of goods. This involves arranging shipments on behalf of shippers, negotiating with carriers, handling logistics, and organizing the transportation process without necessarily owning the vehicles used for transportation.
Reefer motor	Documentation that records the maintenance, service history, and operational checks of the refrigeration unit (or "reefer motor") on temperature-controlled vehicles.
Fuel card	Card to purchase fuel
Goods in	Documentation related to the receipt or acceptance of incoming goods
Goods out	Documentation related to the dispatch or shipment of outgoing goods
Goods movement reference (GMR)	Unique identifier generated by the UK's Goods Vehicle Movement Service (GVMS) that consolidates all customs declarations for a specific shipment into a single reference number.
GMP+ document	Document related to the GMP+ Feed Certification scheme, a globally recognized program ensuring the safety, quality, and traceability of feed production and transportation.
Goods refusal document	A document for refused goods in transportation is intended to officially record the reason why a delivery was refused.
Hauptsuntersuchung (HU) German vehicle inspection	Main roadworthiness test that assesses a vehicle's roadworthiness and environmental compatibility.
Hazchem export	
Hazmat certificate	Certifies that hazardous materials are properly classified, packaged, and labeled for transportation in compliance with international regulations.
Heating request	Request for heating services (often used for temperature-sensitive goods)
Heavy load BE	Heavy load documentation (Belgium)
Heavy load DE	Heavy load documentation (Germany)
Heavy load FR	Heavy load documentation (France)
Heavy load road DE	Heavy load documentation, road (Germany)

Document type	Description
HGV driver check & defect report	Mandatory daily safety document where HGV drivers record vehicle inspections and identify any defects before each journey, covering brakes, lights, tires, and steering.
IFP	Invitation for payment
IM-A	An IM-A document is an import document. IM therefore stands for 'import'. When goods from outside the EU arrive at a location within the EU, there is importation if these goods are intended to remain within the EU. In this case, import documentation must be prepared.
IMDG (hazardous materials)	Documentation outlining the International Maritime Dangerous Goods Code regulations for the safe transportation of hazardous materials by sea.
Import declaration	An import declaration is an official customs document submitted when bringing goods into a country.
Import document	An import document for road transportation is a legal and administrative document required for the international shipment of goods by road. These documents ensure compliance with customs regulations, facilitate the smooth transit of goods, and provide proof of shipment and ownership.
Insurance 3rd party trailer	An insurance policy that covers trailers owned by third parties (not owned by the transportation company) while they are being used by the transportation company.
Insurance	Insurance of a contract carrier.
Insurance CMR	
Insurance document	Documentation detailing insurance coverage for vehicles, freight, or liability associated with transportation operations
Invoice	Document detailing the charges for goods or services
Invoice breakdown	Breakdown of line items on the invoice
Liability insurance	Insurance coverage protecting against claims for injury or damage caused by the contract carrier.
License	Contract carrier's goods vehicle operator's license number.
License exceptional transport	
Loading sheet	Record of the items loaded onto a vehicle or transport vessel (typically including quantities and destinations)
Location info for driver	Information provided to drivers regarding pickup or delivery locations (including addresses and special instructions)
LOLER certificate	Official document confirming that lifting equipment has been inspected and meets safety standards under the UK's Lifting Operations and Lifting Equipment Regulations (LOLER).
Long heavy vehicle (LHV) certificate	Certificate required to operate vehicle combinations that are longer and heavier than regular trucks, in accordance with Dutch regulations for Long Heavy Vehicles (LHV).
Lumper receipt	Proof of payment for offloading of goods using a location's lumper staff.

Document type	Description
Job card	Document used to record maintenance or repair work done on a vehicle, listing tasks carried out, parts used, labor time, and technician notes.
Safety data sheet (SDS)	Document providing information on the safe handling, storage, and disposal of hazardous materials.
Meeting summary	A record of the key points, decisions, and action items discussed during a meeting. It focuses on essential outcomes, providing a high-level overview that attendees and stakeholders can review quickly.
Motor insurance	Insurance coverage specifically for vehicles and their operation.
Multimodal hazardous materials declaration	A multimodal dangerous goods form, also known as a multimodal dangerous goods declaration or multimodal dangerous goods transport document, is a standardized document used when shipping hazardous materials across multiple modes of transportation (such as road, rail, sea, and air).
National transport license	This license is mandatory for any company that enters into a contract with a customer, for compensation, to have goods transported in its own name by third parties.
Order acceptance	Confirmation of acceptance of a customer's order
Order confirmation	Confirmation sent to the customer verifying the details of their order
Original CMR	Original version of the CMR that has not been copied or edited.
Other administration	General document type for administrative documents related to an order, shipment, or resource that don't fall under a more specific category.
Oversize width/length permit	Permit allowing the transportation of oversized freight exceeding standard size limits
Packing list	A detailed list of items included in a shipment
Pallet label	Label attached to pallets containing information such as contents, destination, and handling instructions.
Pallet label (network)	Label attached to pallets containing information such as contents, destination, and handling instructions (used for a pallet network)
Pallet slip	Document providing information about the contents and handling of palletized goods
Payscale driver	Document detailing the pay scale or rates for drivers' services
Permit	Official authorization allowing certain activities or operations.
Photo of goods (delivery)	Visual documentation of goods upon delivery
Photo of goods (pickup)	Visual documentation of goods at the point of pickup,
Photo damaged goods	Visual documentation of damaged goods
Photo vehicle	A photo of a vehicle is often taken to provide proof of its condition before loading goods or at the start of a journey. This photo serves as evidence that the vehicle is in good condition, documenting any pre-existing damage, cleanliness, and overall readiness for transportation.

Document type	Description
Pickup note	Document instructing the carrier to pick up specified goods from a location
Pickup notification	Notification sent to the recipient informing them of an upcoming pickup of goods
Picture of container	A document that includes photographs of a container taken at various stages of the shipping process. This document, typically digital, is used to provide visual proof of the container's condition, contents, and security seals, helping to ensure accountability and transparency in the shipping process.
Picture of seal number	Picture of the seal number that will be used for Qargo's AI information extraction
Picture of trailer license plate	Picture of the license plate that will be used for Qargo's AI information extraction.
Power of attorney (POA)	A power of attorney is often needed during the clearance process for imports and exports. A sender or receiver fills in a power of attorney to authorize their carrier to act on their behalf when dealing with customs clearance.
Prefilled CMR	CMR document prefilled by Qargo with shipment details, ready for the carrier's signature upon pickup
Previous product declaration	Declaration providing information on previously transported goods (e.g. used when transporting hazardous materials or foods)
Price offer customer	Customer quote / agreement
Technical data sheet (TDS)	Document containing technical specifications and information about a product
POD/CMR	Signed CMR document with shipment details, signed at the pickup and delivery location
Posting/secondment document	Document associated with driver secondment to provide international services.
Proof of delivery with prefilled signature	Document confirming delivery with the recipient's signature already prefilled
Proof of pickup	Document confirming the pickup of goods by the carrier
Proof of pickup with prefilled signature	Document confirming pickup with the carrier's signature already prefilled
Qargo ID sticker	Qargo ID sticker
Questionnaire contract carrier	Document that must be completed by the supplier and approved.
Quote	Document providing a proposed price for transportation services
Rail booking	Booking confirmation for transportation via rail
Registration document	Document proving the registration and ownership of a vehicle.
Repair report	Report documenting repairs performed on a vehicle.
Roadside inspection report	Formal document from a government authority detailing an on-the-spot check of a commercial vehicle.

Document type	Description
Roadtax	Document certifying payment of road tax for vehicles
Route/GPS tracking report	A document that provides details about the route taken during the transportation of goods. This report tracks various aspects of the journey, offering insights into the efficiency, timing, and any potential issues that may have occurred en route. It is commonly used for logistics planning, performance analysis, and ensuring transparency for clients and stakeholders.
Safety certificate terminal/location	Certificate confirming compliance with safety standards for a terminal or location
Safety & security (S&S) declaration	The Safety and Security (S&S) declaration is a mandatory submission required for goods entering the UK, designed to provide authorities with adequate information to assess potential risks and ensure the security of supply chains. The carrier or a designated representative must submit it before the goods depart, with specific time frames depending on the mode of transportation.
Service level agreement (SLA)	SLAs define contractually agreed terms for services, including aspects such as uptime and responsiveness of support.
Sick note	A medical document issued by a doctor or healthcare professional to confirm that an individual is unfit for work due to illness or injury. It is used to inform an employer about an employee's health status and the expected duration of their absence from work.
Single administrative document (SAD)	The Single Administrative Document (SAD) is the standard customs declaration form used within the European Union. It is used for import, export, and transit procedures and contains all necessary information for customs processing of goods.
Site movement sheet	Instructions to move freight on or between sites.
Safety & Quality Assessment System (SQAS) certificate	A transportation company that holds an SQAS certificate has undergone a comprehensive evaluation by an independent assessor based on industry standards set by the European chemical sector regarding safety, quality, security, and environmental practices.
Sicherheitsprüfung (German security inspection)	Specialized safety inspection (SP) for trucks and other heavy commercial vehicles in Germany, carried out alongside the standard HU vehicle inspection.
Standard operating procedure (SOP)	Document providing step-by-step instructions to carry out a specific task or process, ensuring standardization and compliance across an organization.
Steam up instructions	Instructions for preparing steam-powered transportation equipment
Storage request	Request for storage services for goods
Waste license	License authorizing the transportation or disposal of waste materials
T1 document	Customs document for goods in transit within the EU customs territory
T2 document	Customs document for goods moving between EU member states but not in free circulation
Temperature report	A document or electronic record that provides detailed information about the temperature conditions of temperature-sensitive goods during transportation. This report is crucial for goods that must be kept within specific temperature ranges to ensure safety, quality, and compliance with regulatory standards.

Document type	Description
Timeslot or appointment confirmation	This confirms a scheduled time for the loading or unloading of goods at a specific location, such as a warehouse, distribution center, or port terminal.
Toll card	Card allowing access to toll roads
Trailer cleaning certificate	Certificate proving that the supplier is responsible for cleaning the trailer.
Transit document	Allows goods to move through one or more countries under customs control without paying duties until they reach their final destination.
Transport license	License authorizing the holder to transport goods.
Load sheet	Record of a driver's load
UK HGV levy	The UK Heavy Goods Vehicle (HGV) Levy is a charge imposed on HGVs weighing 12 tonnes or more for using UK roads. Its primary aim is to ensure that these vehicles contribute to the maintenance and upkeep of the road network.
Tax VIES validation	VIES stands for VAT Information Exchange System. This online search system allows the validity of a European tax number to be checked by accessing national databases.
VCA Basic Safety	Certification of compliance with VCA Basic Safety standards for transportation operations.
VGM container (verified gross mass)	Document certifying the verified gross mass of a container.
Vehicle damage report	Report documenting damage to a vehicle
Vehicle identification report	Report providing identification details for a vehicle
Vehicle insurance certificate	Certificate providing proof of insurance coverage for a vehicle
Vehicle maintenance report	Report documenting maintenance activities performed on a vehicle
Other (vehicle)	Miscellaneous documents for vehicles
Tacho	Document of the vehicle's tachograph
TIR carnet	International customs document allowing the movement of goods across borders without the need for customs clearance at each border crossing
Waiting hours information	All communication and documentation regarding waiting hours
Annex VII (waste shipment)	Document required under EU Waste Shipment Regulation (EC) No 1013/2006 for tracking 'green list' non-hazardous waste shipments within the EU. Must accompany the waste during transportation.
Waste permit - Orange (EU)	The waste materials on the orange list are usually classified as "hazardous" on the European Waste List (Eural).
Waste permit - Green (EU)	Green list waste consists of low-risk waste materials.

Document type	Description
Waste permit – Orange & Green (EU)	Transportation permits for both green and orange waste materials.
Weight test certificate	Official document confirming that lifting equipment or structures have been tested with a specified load to verify their safe working capacity.
XL certificate	EN 12642-XL certification is a guarantee that the bodywork design has been tested and meets a minimum structural strength. **Trailers** meeting these requirements display a decal on the front headboard, side curtains and rear (optional) and are capable of carrying a “Positive Fit” load without any other load restraint straps being used.