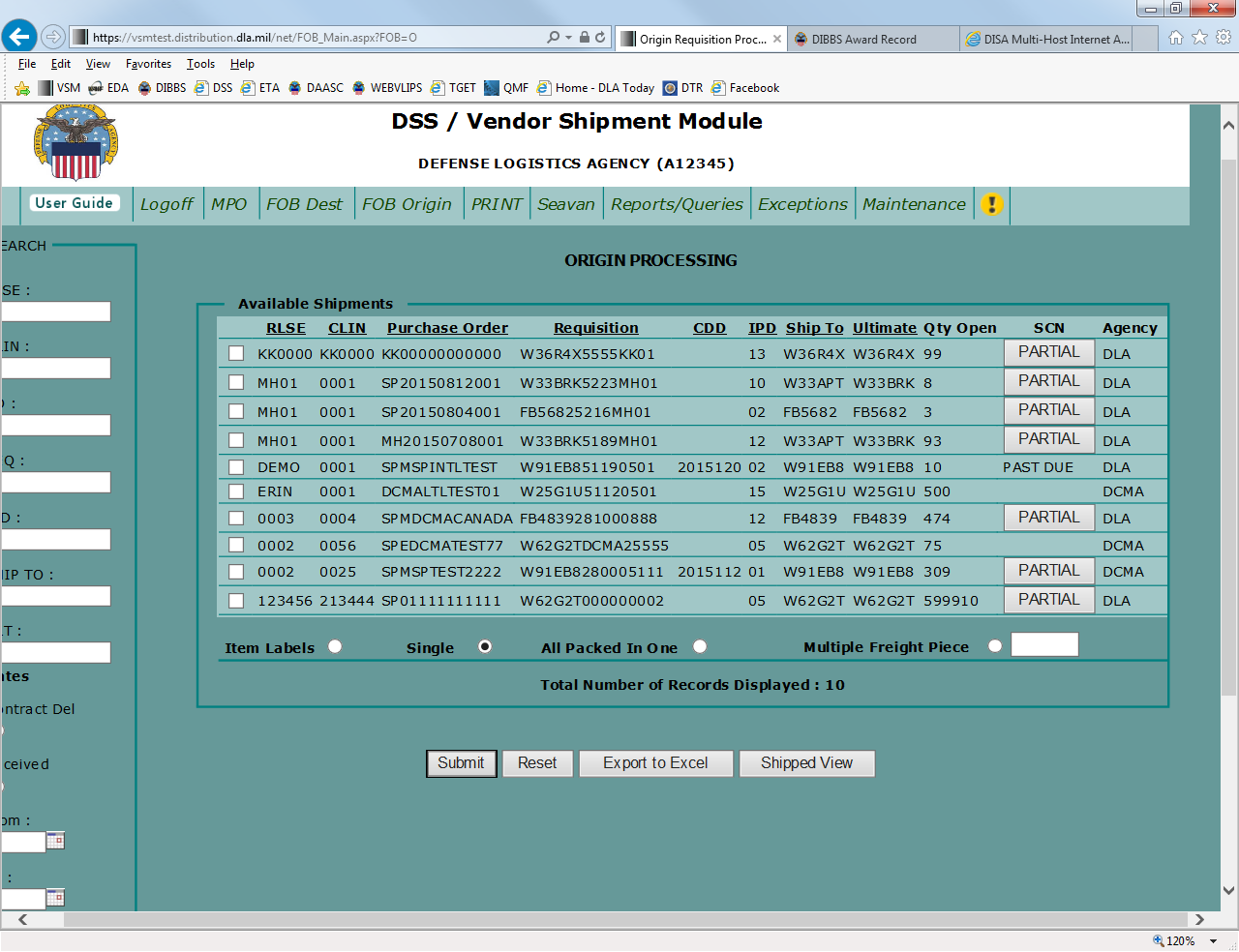
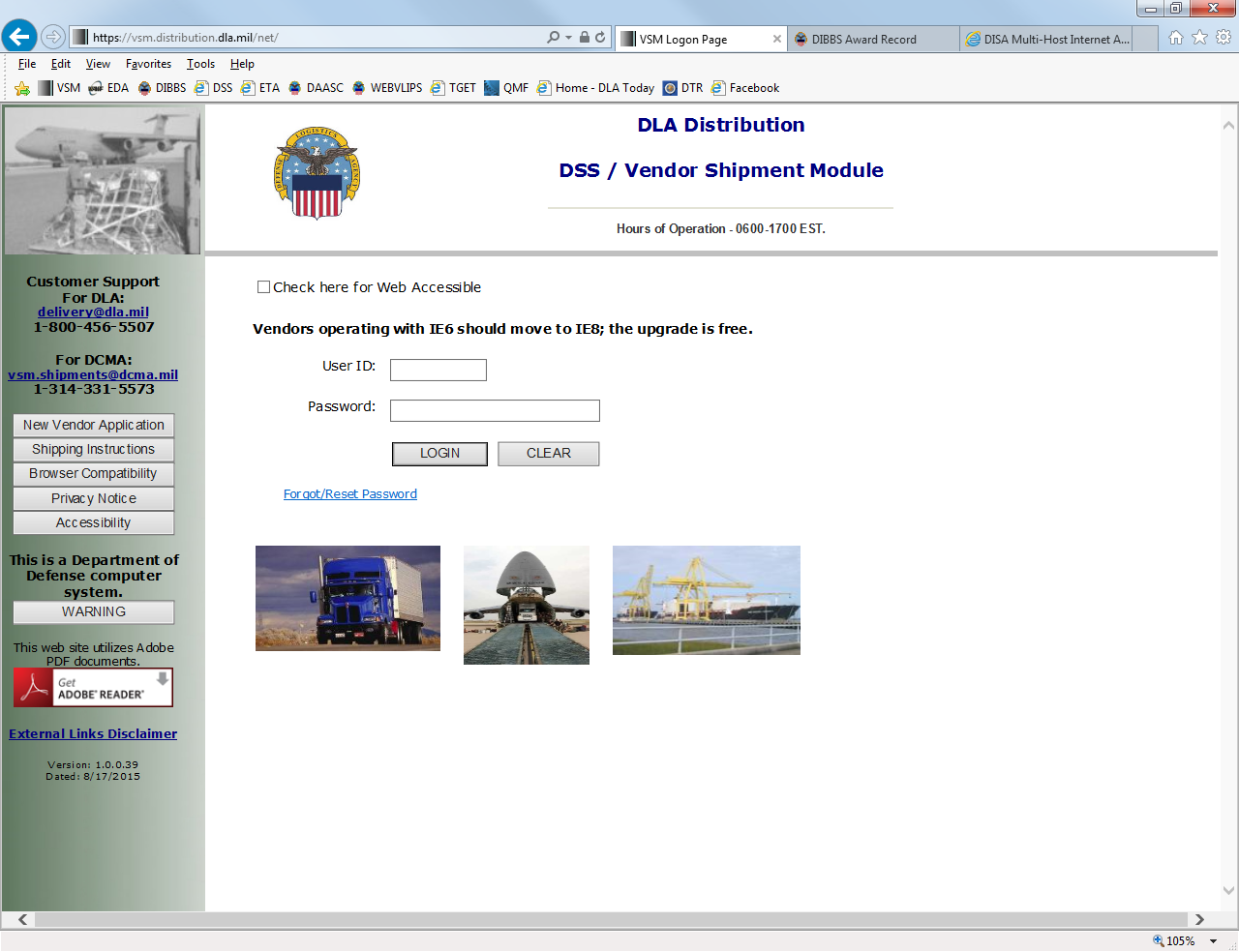
**Purpose:** To provide vendors with additional information regarding the processing of shipments in the Vendor Shipment Module (VSM).

In May of 2015, DCMA St Louis came on board with VSM. When you log into the system, off to the right you will notice an agency column that will state if the order belongs to DLA or DCMA:



If you require any assistance with your contract, you will need to contact the agency that is listed to the right of the order. So if you process a DLA issued and administered contract, it will show DLA in the agency column and you should call or email DLA. If the agency column shows DCMA, you should contact DCMA. All of the contact information is listed on the main log on page of VSM (<https://vsm.distribution.dla.mil>):



**Customer Support  
For DLA:**

[**delivery@dla.mil**](mailto:delivery@dla.mil?subject=DLA%20Distribution%20Customer%20Support) **1-800-456-5507**

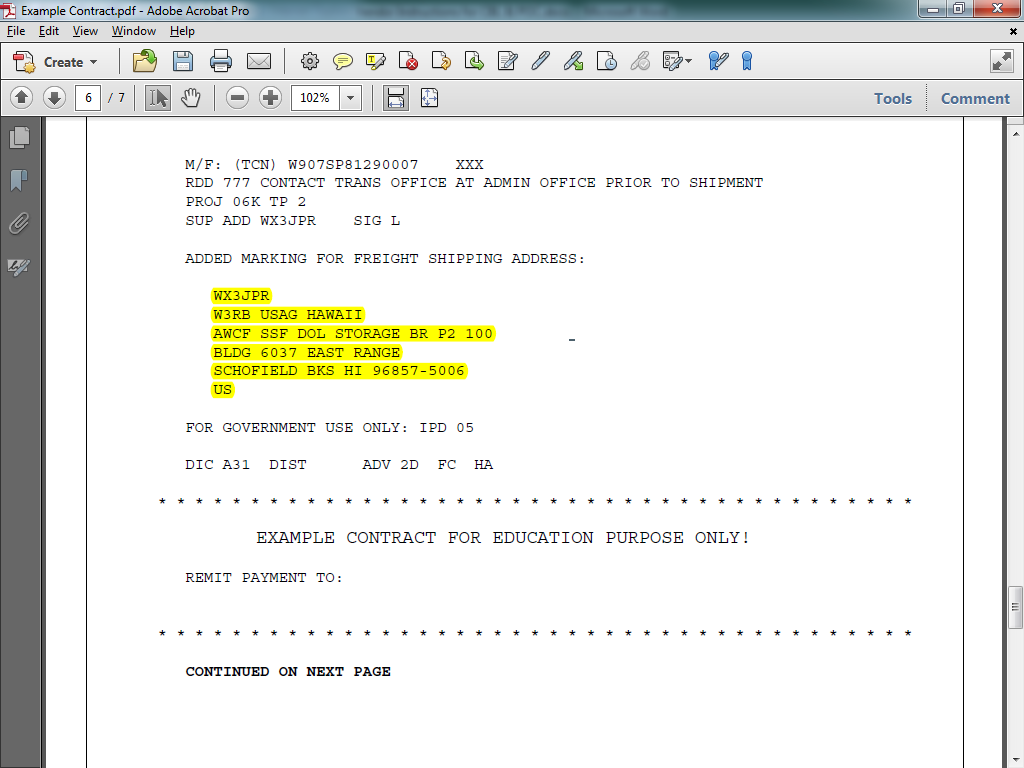
**For DCMA:**

[**vsm.shipments@dcma.mil**](mailto:vsm.shipments@dcma.mil?subject=DCMA%20Customer%20Support) **1-314-331-5573**

**IF YOUR SHIPMENT REQUIRES DCMA INSPECTION DO NOT ENTER ANYTHING INTO VSM UNTIL AFTER THE INSPECTION HAS BEEN COMPLETED.**

If you do not follow the above procedures, a carrier will arrive at your facility and you will not be able to release the shipment. **Additional charges will be incurred.**

**If your shipment requires a DCMA inspection, you will need to schedule an appointment for that inspection in Wide Area Work Flow (WAWF).** You will need to have the **ultimate consignee** in order to schedule your inspection. Your ultimate consignee is found in your contract as shown below. Once you complete the request in WAWF, you should receive an inspection appointment no later than two (2) days for a resident QAR and seven (7) days for a non-resident QAR. O*nce the inspection has occurred and the inspector has approved your shipment, you are ready to enter your shipment details in VSM.*



The Ultimate Consignee can be found in the Freight Shipping section of your contract.

The next few pages describe the shipping documents and the date you can expect the carrier at your facility AFTER processing in VSM.

1. **DO NOT CONTACT MENLO PERTAINING TO YOUR SHIPMENTS.**
2. Any questions relating to shipments are to be directed to the Defense Logistics Agency (DLA) Distribution transportation office at [delivery@dla.mil](mailto:delivery@dla.mil) or 800-456-5507.
3. ALL shipments should be packed and ready for shipment at the time you process in the Vendor Shipment Module (VSM).
4. Small Parcel Shipments are shipments that are less than 150 lbs., less than 12 cubic feet and are under a total girth of 130. Girth is calculated - Length and girth equals length plus twice the width and twice the height (L + W(x2) + H (x2)).
5. Your freight shipment **must** be packed and ready for shipment at the time you process within the Vendor Shipment Module (VSM). A carrier will arrive at your facility to pick up this shipment by the below chart. You must print the Military Shipping Label (MSL) along with your documentation.

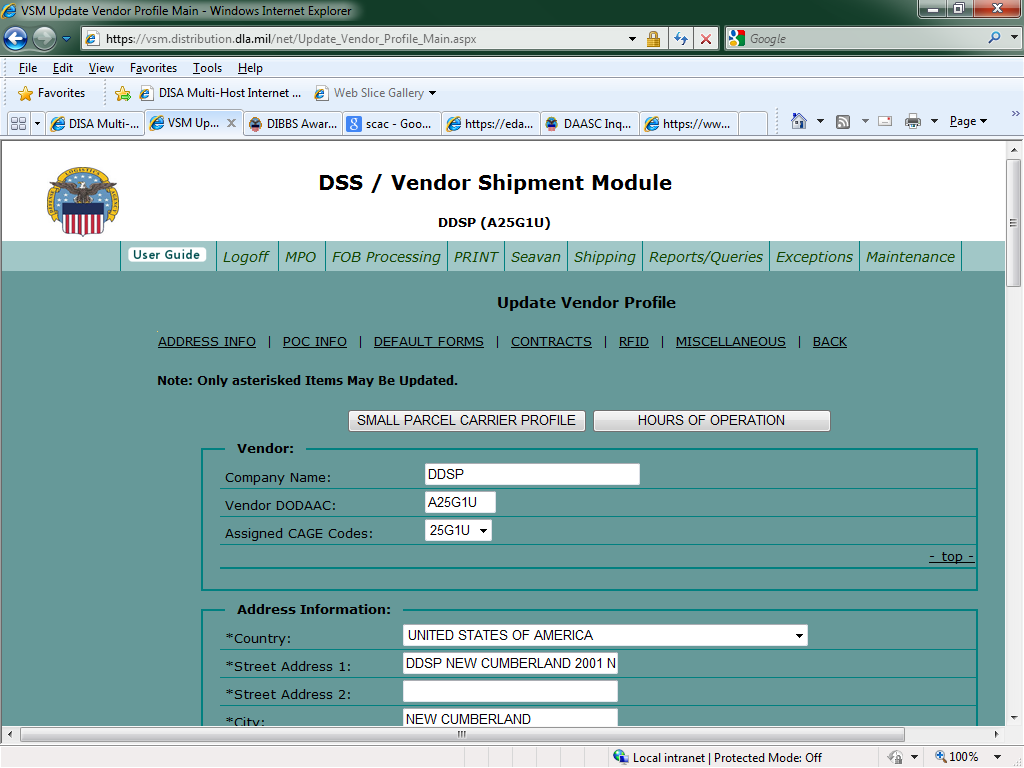
|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Processed in VSM **by** 10AM EST |  | CBL will be available to print in VSM after 1500 |  | Carrier will be in to pick up shipment by Close of Business |
| Monday |  | Tuesday |  | Wednesday |
| Tuesday |  | Wednesday |  | Thursday |
| Wednesday |  | Thursday |  | Friday |
| Thursday |  | Friday |  | Monday |
| Friday |  | Monday |  | Tuesday |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Processed in VSM **after** 10AM EST |  | CBL will be available to print in VSM after 1500 |  | Carrier will be in to pick up shipment by Close of Business |
| Monday |  | Wednesday |  | Thursday |
| Tuesday |  | Thursday |  | Friday |
| Wednesday |  | Friday |  | Monday |
| Thursday |  | Monday |  | Tuesday |
| Friday |  | Tuesday |  | Wednesday |

1. The carrier will show up with an “Offer Number.” There are two types of Offer Numbers; one that pertains to a single shipment, and one that applies to a consolidated shipment under a Master Bill Number (MBN). If carriers do not supply you with the offer number, please call our office at 800-456-5507 before a carrier is turned away.

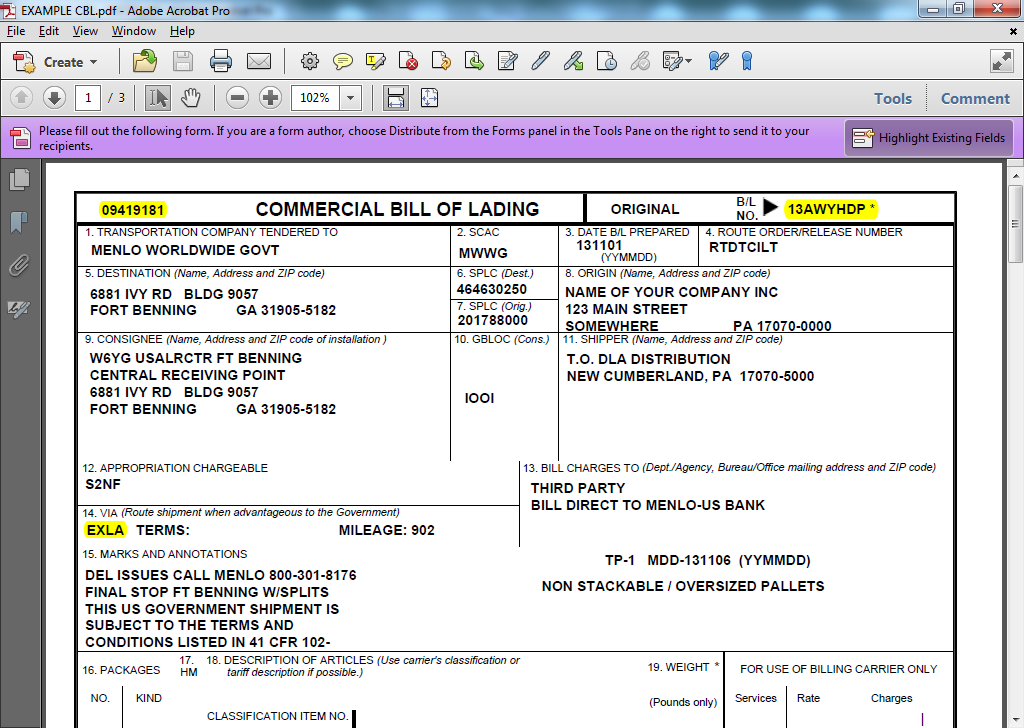
The offer number contains three parts; the assigned vendor DODAAC, the acronym for Shipment Control Number (SCN) or the acronym for Master Bill Number (MBN) and the actual eight digit shipment control number or Master Bill Number applied to that particular shipment.

* 1. The assigned Vendor DODAAC can be found in the Update Vendor Profile of VSM via the Maintenance tab. This consists of the site Prefix + Cage Code.

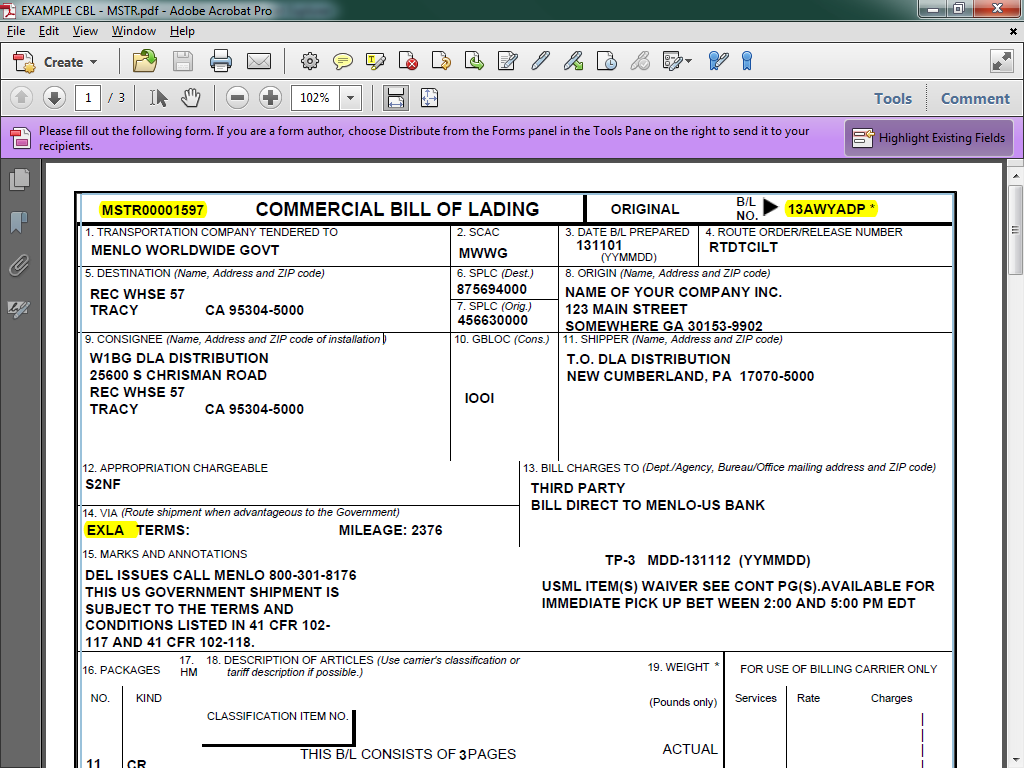


* 1. Offer Number for a single shipment = Vendor DODAAC + “SCN” + 01234567
     1. Ex. A25G1USCN01234567
  2. Offer Number for a Master Bill = Vendor DODAAC + “MBN” + 00001234
     1. Ex. A25G1UMBN00001234
  3. The location of the SCN & MBN on the CBL is addressed on the following pages.

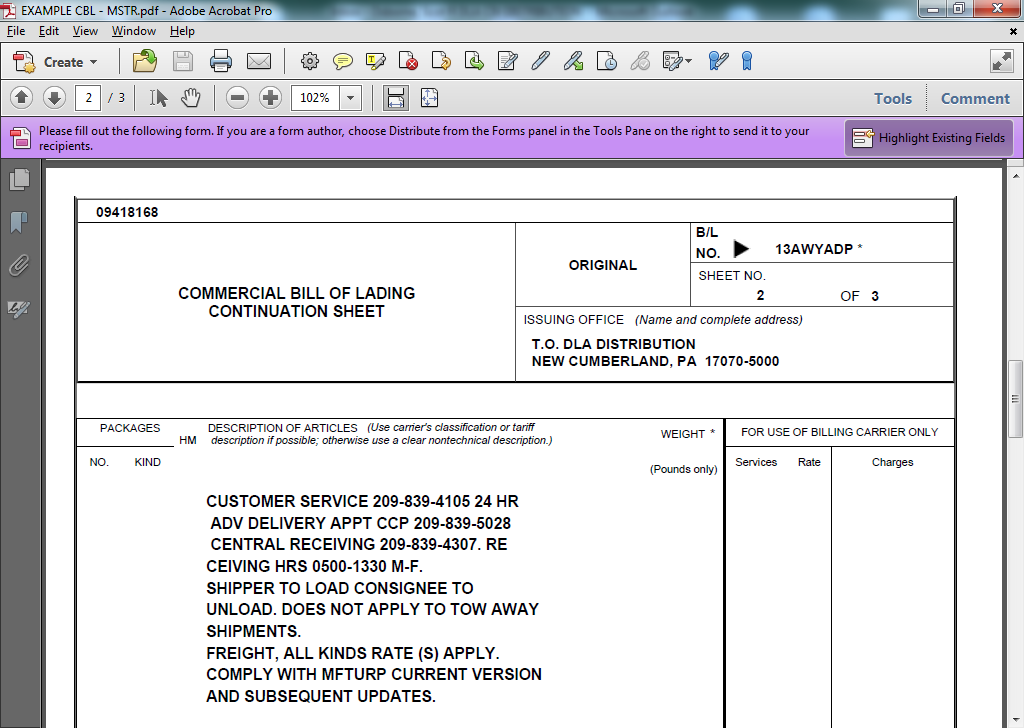
1. To know what carrier is picking up the freight, take the VIA Standard Carrier Alpha Code (SCAC) from the CBL shown on the following slides, and look it up on the SCAC list at the end of this document.
2. When contacting DLA Distribution for assistance in answering your questions, please provide your CBL number, Shipment Control Number (SCN) or Master Bill Number.
3. The following pages contain screen prints, which illustrate where this information is located on the CBL.



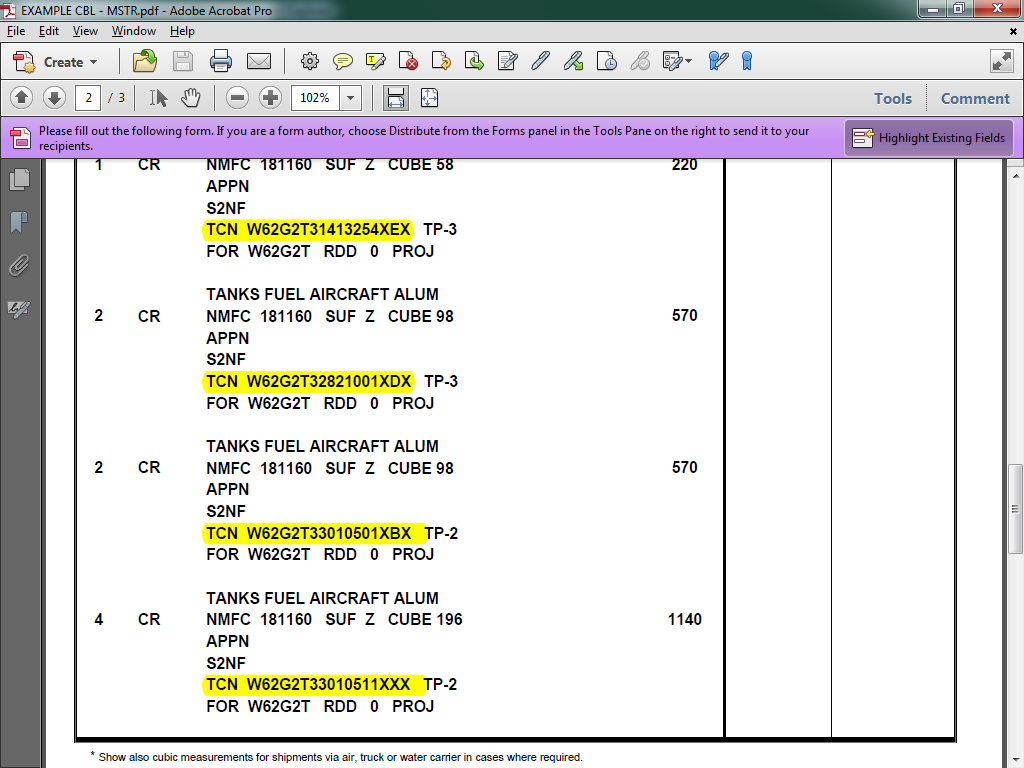
1. The VIA SCAC is displayed in box 14. This is the Carrier that has been awarded to pick up the shipment.
2. The Shipment Control Number is displayed on the upper left hand side of the CBL and is the last (third) part of the offer number.
3. Commercial Bill of Lading (CBL) number



1. When shipments are combined onto one CBL, a Master Bill Number will display in place of the SCN at the top of the first page.



1. Driver instructions
2. SCN - The Master Bill is displayed on page 1 and the SCN is displayed at the top of the following pages.
3. CBL – Carries over on the top of each page.



The Transportation Control Number (TCN) is listed on page 2 and subsequent continuation pages. These are the TCNs that were consolidated onto this shipment under one Master Bill and can be used to search by in VSM.

# [CARRIER NAMES AND SCACs](#RETURN)

|  |  |
| --- | --- |
| **SCAC** | **Carrier Name** |
| AATJ | ACCESS AMERICA TRANSPORT |
| ACEH | ACE DORAN HAULING & RIGGING CO. |
| AHHA | ART HEAVY HAUL, INC. |
| AIPA | AMERICAN ROAD LINE, ARL INC. |
| ALKS | AUTONOMIC LOGISTICS |
| AMMF | ADMIRAL MERCHANTS MOTOR FREIGHT |
| ANAR | A&A TRANS-LAWRENCE |
| APEH | FREIGHT HANDLERS, INC. D/B/A APEX LOGISTICS GROUP |
| AQGC | ATLANTIC LOGISTICS INC. |
| AQLA | ALABAMA CARRIERS, INC. |
| AQNL | ALTERNATIVE LOGISTICS, LLC |
| ARNT | AMERICAN TRANSPORTATION |
| ASSM | ATS SPECIALIZED INC. |
| ATEQ | ACME TRUCK LINE, INC. |
| ATLN | ADD TRAN LOGISTICS |
| ATQW | AMERICAN TRANSPORT INC |
| AVXG | ADVANCED TRANSPORT, LLC |
| BAGS | BAGGETT SERVICES |
| BAME | BAM TRANSPORTATION, INC. |
| BFCO | B.E. COURIER SERVICE INC. |
| BFSJ | BM2 FREIGHT SERVICES, INC. |
| BGME | BENNETT MOTOR EXPRESS, LLC |
| BHEQ | BULLDOG HIWAY EXPRESS |
| BHRI | BUCHANAN HAULING & RIGGING, INC. |
| BWCE | BEST WAY CARGO/TRANSPORT |
| BXPE | BOLT EXPRESS, LLC |
| CALJ | CAL ARK INTERNATIONAL, INC. |
| CAOG | CARROLL TRUCKING INC. |
| CAST | CASTELL TRUCKING CORP. (C.T.C.) |
| CERE | CERES TRANSPORT |
| CFSN | CFS LOGISTICS, INC. |
| CHDI | CHEYENNE DISTRIBUTION INC. |
| CKGV | CASTELL TRUCKING GROUP LLC |
| CKLG | CHEROKEE LOGISTICS, INC. |
| CLGE | CELADON TRUCKING SERVICES |
| CLLQ | COYOTE LOGISTICS |
| CNWY | CON-WAY FREIGHT |
| CNYI | CANARY INC |
| COOG | CORTRANS LOGISTICS, LLC |
| CRDT | CARDINAL TRANSPORT, INC. |
| CRLC | CRST LOGISTICS, INC. |
| CRQC | DANIEL W. CARR, JR. DBA CARR TRUCKING COMPANY |
| CRTD | P. CARTER TRUCKING, INC. |
| CSTV | C & S TRUCKING & SALVAGE, INC. |
| CTII | CENTRAL TRANSPORT |
| CTRQ | CON-WAY TRUCKLOAD INC |
| CTWR | C2 FREIGHT RESOURCES, INC. |
| CVGT | CAVALRY LOGISTICS, LLC |
| CVQC | C. L. SERVICES, INC. |
| CWBG | CON-WAY MULTIMODAL INC |
| CWBL | COWBOY USA LLC |
| CXTB | COX TRANSPORTATION SERVICES, INC. |
| CXWW | INTERSTATE DISTR/CARGO EXPRESS, INC. |
| DATK | DAVIS EXPRESS INC. |
| DDJG | DOUBLE D TRUCKING |
| DIAT | DIAMOND TRANSPORTATION |
| DICE | DIAMOND LOGISTICS, INC. |
| DKQL | DRAKE LOGISTICS, LLC |
| DLMS | GREATWIDE - DALLAS & MAVIS |
| DTJF | D.T.S. FLATBED SERVICES |
| EARL | EASTERN EXPRESS, INC. |
| EFSD | ESTES FORWARDING WORLDWIDE LLC (SPECIALIZED) |
| EFWW | ESTES FORWARDING WORLDWIDE, LLC |
| ELLW | ESP LOGISTICS LLC |
| EPOI | EXPRESS-1/XPO |
| EQXC | THE EXPEDITING CO., INC. |
| ETCO | ETI/EXCLUSIVE TRANSPORTATION |
| EXLA | ESTES EXPRESS LINES |
| FDCC | FEDEX CUSTOM CRITICAL, INC. |
| FIKS | FTL LOGISTICS |
| GIDT | GID-GET IT DONE LLC D/B/A GID LOGISTICS |
| GRES | GRESHAM TRANSFER, INC. |
| GTTI | GO TO TRANSPORT |
| GVEI | GLOBAL SERVICE ASSOCIATE |
| GVTD | GREEN VALLEY TRANSPORTATION CORPORATION |
| HASK | EDWARD HINKLE DBA HINKLE AND SON TRUCKING |
| HGPS | HIGH PLAINS LOGISTICS CONSULTING, LLC |
| HHGI | HH&G, INC. |
| HJBT | J. B. HUNT TRANSPORT, INC. |
| HLOB | HAUL LOGISTICS |
| HNWT | H&W TRUCKING |
| HUBG | HUB GROUP, INC. |
| IGLN | PANTHER EXPEDITED/INTEGRES |
| IKXS | IKON TRANSPORTATION SERVICES, INC. |
| INTD | INTERSTATE DIST/CARGO EXPRESS |
| IWES | INTEGRATED WIND ENERGY SERVICES, LLC |
| JONS | JONES MOTOR CO., INC. |
| KBTP | K & B TRANSPORT, INC. OF GEORGIA |
| KSTK | K & S TRUCKING, LLC |
| KYTS | KEY TRANSPORT |
| LEAM | LANDSTAR EXPRESS AMERICA, INC. |
| LGGS | LEGION LOGISTICS |
| LGTC | LIVINGSTONE TRUCKING |
| LIGS | LANDSTAR LIGON |
| LLSK | LML LOGISTICS SOLUTIONS |
| LMJB | LMJ INTERNATIONAL LOGISTICS, LLC |
| LMJG | LMJ INTERNATIONAL LOGISTICS, LLC |
| LOJO | LOJO SPECIALIZED HAULING, LLC |
| LRGR | LANDSTAR RANGER |
| LRSL | LARS LOGISTICS/UNIFIED CONSULTANTS |
| LSST | LONE STAR TRANSPORTATION |
| LTPI | LOUISIANA TRANSPORT INC |
| MADL | MASON AND DIXON LINES |
| MCET | MERCER TRANSPORTATION CO., INC. |
| MDXD | MASON DIXON LOGISTICS |
| MDXW | MEDALLION TRANSPORT & LOGISTICS, LLC |
| MGIO | MAGNO INTERNATIONAL LP |
| MGPG | MEGACORP LOGISTICS, LLC |
| MGXB | MAGELLAN TRANSPORT LOGISTICS |
| MINB | MAGNO INTERNATIONAL LP |
| MLFJ | MALOON TRANSPORTATION |
| MLLV | R.E. MILLS |
| MYAF | MYSTIC TRANSPORTATION |
| NCOC | NORCO CORPORATION |
| NONT | NORTHERN NECK TRANSFER, INC. |
| NXLL | NEXT EXIT LOGISTICS, LLC |
| ODTI | OVERDRIVE TRANSPORTATION, INC. |
| PGTT | PGT TRUCKING |
| PIDS | PRIEFERT LOGISTICS, LP |
| PKDS | PACKARD TRANSPORT, INC. |
| PNAN | PRECISION HEAVY HAUL, INC. |
| PSTO | P&S TRANSPORTATION INC. |
| PTWT | PANTHER II TRANSPORTATION, INC. |
| PXEL | PRIMO EXPRESS LLC |
| QELA | QONTINUITY ENTERPRISES LLC |
| REBN | R. E. B. EXPRESS |
| REBQ | RED ARROW CONSULTING INC |
| RETR | RE TRANSPORTATION |
| RFTG | RELWOF FARMS TRUCKING, INC. |
| RHLT | ROCKHILL |
| RLPK | RADIANT LOGISTICS PARTNERS LLC |
| RLPL | RADIANT LOGISTICS PARTNERS LLC |
| RNWS | W.S. ROBINSON |
| ROEV | ROEHL TRANSPORT, INC. |
| RPTY | RP TRUCKING LLC |
| RTSB | RELIABLE TRANSPORTATION SOLUTIONS |
| RWCY | VALUE TRANSPORT dba RWC TRANSPORT |
| RYFS | RAYNOR FARM SERVICES INC. |
| RYPR | READY TRANSPORTATION INC |
| SAGQ | SOUTHERN AG CARRIERS, INC. |
| SAMM | SAMMONS TRANS |
| SLTW | SLT EXPRESS WAY, INC. |
| SLZC | SOURCE LOGISTICS LLC |
| SPCG | SPECIALIZED TRANSPORTATION, INC. |
| SWIB | SWI TRANSPORTATION, INC. |
| TAES | TEAM AIR EXPRESS, INC. |
| TAIF | TEAM AIR EXPRESS, INC. |
| TCAR | TRANS CARRIERS INC |
| TCZN | TNT CARTAGE |
| TENH | TENNESSEE STEEL HAULERS, INC. |
| TGNB | BUS DEV & BEYOND, INC. DBA TRANGISTICS |
| TJIQ | TJI LOGISTICS, INC. |
| TLSI | TRANSPORTATION & LOGISTICAL |
| TMQH | TOMCAT MILITARY LOGISTICS LLC |
| TNXF | TURNER TRANSPORT |
| TQYL | TOTAL QUALITY LOGISTICS |
| TRSQ | TERESI TRUCKING INC |
| TVFT | TRAVERSE FREIGHT INC. |
| UACL | UNIVERSAL AM-CAN |
| ULLQ | US LOGISTICS, LLC |
| UPGF | UPS GROUND FREIGHT, INC. DBA UPS FREIGHT |
| UVGS | UNIVERSAL LOGISTICS |
| VGJW | JERRY VIRGIL D/B/A/ J & W VIRGIL TRUCKING CO |
| VLLQ | VERDE LOGISTICS |
| VLOB | VETUS LOGISTICS |
| WRXE | WRIGHT EXPRESS SERVICE |
| WSHK | WOODEN SHOES TRUCKING INC. |
| WTEM | WILSON TRUCKING SERVICE INC. |
| XCTG | XCELERATED TRANSPORTATION GROUP LLC |
|  |  |