**DAAN-47-02**

**Carrier Tracking Information in Wide Area Workflow (WAWF)**

(September 2018)

When submitting a Material Inspection and Receiving Report (Form DD250) in Procurement Integrated Enterprise Environment (PIEE)/WAWF, DLA Aviation requests that the vendor include the applicable Transportation Control Number (TCN) and carrier shipment tracking information.

Including the TCN and the carrier shipment tracking information will assist the contractor in meeting the On Time Delivery (OTD) standards for DLA Aviation and streamline the delinquency resolution process.

Vendors should enter the carrier tracking number in Block 4 “B/L” field within the Form DD250. If this is not possible, the vendor should send additional tracking information that is available (i.e., carrier shipping tracking information, screen shots, proof of delivery) to the Contract Administrator.

(End of Notice)