



DLA
DISTRIBUTION



**VENDOR SHIPMENT
MODULE 2020 Version**
PROCESS MANUAL

**Vendor Shipment Module
2020 Version 1
Process Manual**

DLA Distribution J4

For information regarding this process, use the website below.

<https://dlamil.dps.mil/teams/C12/603/Pages/ProcessLinks.aspx?PN=VSM>

October 2019

Charter

DLA Distribution Operations Training is founded in and in agreement with Department of Defense (DOD), Defense Logistics Agency (DLA), DLA Distribution Policies and Procedures, and DSS technical manuals. It is the official source of function-specific Distribution Operations training for DLA Distribution and its field activities.

The purpose of the DLA Distribution Training Program is to

- *Provide a uniformed training environment for the DLA Distribution Center employees to improve productivity, job satisfaction, health, and safety*
- *Provide a more stable environment for inventory accuracy and reduce the amount of discrepancies caused by process errors*
- *Support DLA Strategic Plan FY2018–2026.*

References

For additional information on Vendor Shipment Module, please contact:

William Simpson

Transportation

DSN: 771-2842

Commercial: (717) 770-2842

Email: William.Simpson@dla.mil

Faisl Liban

Transportation

DSN: 771-3153

Commercial: (717) 770-3153

Email: Faisl.Liban@dla.mil

Table of Contents

Introduction	1
Module 1—Vendor Request Form and VSM Web Navigation	1–1
Non-VSM Vendor Request for Shipping Instructions Form	1–2
VSM Login Procedures.....	1–6
VSM Screen Layout.....	1–11
Module 2—Manual Purchase Orders	2–1
Building Manual Purchase Orders	2–2
MPO Fields	2–4
Module 3—Item Labels	3–1
Select Item Labels for Contract	3–2
Examples of Labels.....	3–4
Helpful Website for Vendors—ASSIST.....	3–6
Module 4—Freight on Board Destination Processing	4–1
Processing Single Destination Shipment	4–2
Processing Multiple Freight Pieces for a Single Requisition.....	4–18
Processing Partial Shipments.....	4–28
Processing Packing in One.....	4–36
OCONUS and FACTS.....	4–44
Foreign Military Sales and EDAASINQ	4–46
RIN, SIN, and TIN.....	4–56
Module 5—Freight on Board Origin Processing	5–1
Processing Small Parcel.....	5–2
FOB Small Parcel (Origin) Exceptions.....	5–16
FOB Small Parcel (Origin) Replanning.....	5–18
Processing Freight (Truckload or Less than Truckload) using 3PL Carriers	5–24
Check on a Shipment in DSS/VSM.....	5–37
Processing Multiple Freight Piece Shipments	5–49
Processing Manual Purchase Orders (MPO) with Quantity Variances	5–55
Processing All Packed in One.....	5–56
Additional Vendor Information	5–59
Shipping Documents/Date Carrier Expected at Facility After VSM Processing	5–60
Where Information is Located on the CBL.....	5–62
Freight Shipments Outside 3PL Contract	5–66

Table of Contents, Continued

Module 5—Freight on Board Origin Processing, continued

Freight Shipments Outside 3PL Contract (Validation Failure)5–86
 Verify SPLC/Address for Vendor.....5–89
 Building a Release5–91
 Carrier Names and SCACs5–104

Module 6—Reports and Queries and Exception Processing6–1

MRO Tracker (Reports/Queries)6–2
 Transportation Discrepancy Reporting.....6–7
 Exception Processing.....6–8

Module 7—Seavan Processing.....7–1

Portfolio Booking Process (Creating a Working File).....7–3
 Inputting IBS Booking.....7–6
 Portfolio Booking Process (Working with the Portfolio Container Booking Process)7–31
 Portfolio Booking Process (Saving the Booking Request Email)7–34
 Portfolio Booking Process (Constructing the Portfolio).....7–36
 Continuing the IBS Booking.....7–40
 Portfolio Shipping Instruction Process (Checking for Completed ETRRs)7–43
 Portfolio Shipping Instruction Process in VSM.....7–46
 Portfolio Shipping Instruction Process (Adding Files).....7–48
 VSM Vendor Shipping Instruction7–49
 Processing Container (Generating TCMD)7–58
 Break Bulk Shipments–Inputting IBS7–70
 Break Bulk Vendor Shipping Instructions.....7–85
 jAMS7–88
 Creating Vendor Package7–93
 List of Ultimate Consignee POCs.....7–95
 Water Commodity Codes.....7–97
 Status Codes.....7–114

Module 8—Disposition Services8–1

Types of Truck Shipments8–2
 Timeline for Processing Shipments.....8–3
 Point of Contact Information for DLA Disposition Offices8–4
 Change to Shipment Request.....8–5
 Trailer Selector Guide.....8–6
 Defense Table of Official Distance.....8–10
 Verify/Update the Pickup Site8–14
 Verify the Pickup Site in DSS8–19
 Verify the Destination.....8–21

Table of Contents, Continued

Module 8—Disposition Services, continued

Verify the TINs for the Destination8-24

Verify the M TIN8-27

Spot Bid Shipments8-29

Copy Another Spot Bid in VSM.....8-34

When You Cannot Copy Another Spot Bid.....8-41

Finish Up the Spot Bid Process in GFM (No Edits).....8-49

Finish Up the Spot Bill Process in GFM (Edits).....8-52

Rates for GFM8-58

Negotiations Routes Orders (Form 349).....8-69

DD Form 1085 (Domestic Freight Routing Request and Order).....8-71

Processing Specialized Equipment Shipments in VSM.....8-75

Verifying SPLC8-80

Carrier Performance.....8-81

Reprocessed Shipments8-83

Cancelled Requests8-85

Superseded TCNs.....8-86

Site Specific Information8-87

Appendices

Appendix A—Acronyms/Abbreviations/Form NamesA-1

Appendix B—Processing Meals Ready to Eat (MREs) Shipments.....B-1

Vendor Shipment Module (VSM)

Introduction

What is the Vendor Shipment Module (VSM)?

The Vendor Shipment Module (VSM) is a web-based Enterprise Wide Defense Logistics Agency (DLA) Distribution and Transportation System that improves cargo movement from DLA Vendors to customers while providing

- In-Transit Visibility (ITV)
- Real Time and Accurate Addressing of Materiel
- Integration of Shipments into the Defense Transportation System (DTS)
- Air and Surface Movement:
 - Direct to customer
 - To Consolidation and Containerization Points (CCP)
 - To Process Advance Transportation Control and Movement Document (TCMD) to Points of Embarkation (POE)

DLA Contracts

VSM contracts include:

DLA AVIATION
8000 JEFFERSON DAVIS HIGHWAY
RICHMOND, VA 23297-5770
(Contracts beginning with SPM4 or SP04)

DLA LAND AND MARITIME
3990 EAST BROAD STREET
COLUMBUS, OH 43213-1152
(Contracts beginning with SPM7 or SP07, SPM9 or SP09)

DLA TROOP SUPPORT
700 ROBBINS AVE
PHILADELPHIA, PA 19111-5096
(Contracts beginning with SPM1 or SP01, SPM2 or SP02, SPM3 or SP03, SPM5 or SP05)

Defense Contract Management Agency (DCMA)

DCMA or DLA Contracts are administered by DCMA. Continental United States (CONUS) originating locations are worked like DLA contracts and Outside Continental United States (OCONUS) originating locations are referred back to DCMA for processing.

DCMA contracts require origin inspection and vendor must ensure inspection is performed prior to shipping freight.

Introduction, Continued

GSA Contracts

The only authorized vendor for GSA contracts is GIGA Inc., A8S706. No other vendors are authorized to process GSA contracts in VSM.

Military Service Contracts

There are no Service contracts that DLA Distribution Transportation Division is authorized to process.

DCMA is the administering office for all Military Service contracts.

Direct the vendor to contact the administering DCMA office for any questions, issues or instructions and provide the applicable DCMA POC data.

Objectives

The VSM Process Manual will enable employees to:

- Follow VSM website navigation
- Perform Freight on Board (FOB) destination processing
- Perform FOB origin processing
- Access reports and queries
- Perform exception processing
- Perform seavan processing

Note

In this manual, both the classic and the modern screens are displayed, when available. Not all the screens have been programmed in the modern view yet. In the instances where the screen has not been programmed in the modern view, the classic view of the screen will be shown.

In this process manual

This process manual contains the following modules.

Module	Title	See Page
1	Shipping Instructions Form and VSM Web Navigation	1-1
2	Manual Purchase Orders	2-1
3	Items Labels	3-1
4	Freight on Board Destination Processing	4-1
5	Freight on Board Origin Processing	5-1
6	Reports and Queries and Exception Processing	6-1
7	Seavan Processing	7-1
8	Disposition Services	8-1

Module 1

Vendor Request Form and VSM Web Navigation

Overview

Introduction

This module will provide information on how to use the Non-VSM Vendor Request for Shipping Instructions Form.

Information will also be provided on the VSM login procedures and the layout of the screens and what information they provide.

Objective

At the conclusion of this module, the employee will be able to:

- Process a Non-VSM Vendor Request for Shipping Instruction Form
- Navigate through the VSM website

In this module

The following topics are located in this module:

Topic	See Page
Non-VSM Vendor Request for Shipping Instructions Form	1-2
VSM Login Procedures	1-6
VSM Screen Layout	1-11

Non-VSM Vendor Request for Shipping Instructions Form

Step 1

You may receive work from various outlets:

- an email with a VRS attached
- a phone call or
- a shipment submitted by the vendor.

Vendor Request for Shipping instructions DLA Distribution Transportation Office				PHONE: 1-800-456-5507 E-MAIL: DELIVERY@DLA.MIL			
Vendor Data		NON-ESOC <input type="checkbox"/>	ESOC <input type="checkbox"/>	Requestor Email:			
Company Name		CAGE:		Requestor Name:			
Origin Shipping Address:				Requestor Phone No:			
				Requestor Fax No:			
Data to Process Shipping requests:		CONTRACT NUMBER:		Delivery Order Number:			
NSN:		RDD:		Priority:			
Supplemental Address:		Signal Code:		Project Code:			
INFORMATION BELOW IS ACCORDING TO SHIPMENT UNIT, IE. BAG, BOX OR BND				Requisition Number/TCN:			
IF YOU HAVE MULTIPLE SHIPMENT UNITS, EACH MUST HAVE THE QUANTITY WITHIN THE UNIT AND EACH UNIT MUST BE LISTED SEPERATELY							
If you are packing more than one unit in a unit, list all data within that unit	CI/In or Item Number:	Type of Shipment Unit	Quantity in Each Shipment Unit	Weight of the Shipment Unit	Dimensions (in Inches)		
					Length	Width	Height
	Unit 1						
	Unit 2						
Unit 3							
If you have more than three shipment units, list additional data in the bottom section.							
If a FOB Origin/Non Fast Pay, indicate dates and times material is available for pick-up:							
<input type="checkbox"/> HAZARDOUS	CLASS	U.N.	PACKING GROUP				
<input type="checkbox"/> NON-HAZARDOUS	PROPER SHIPPING NAME						

Non-VSM Vendor Request for Shipping Instructions Form, Continued

Step 2

Obtain a copy of the contract from one of the below web sites:

For contracts, check the web sites below:

- <https://wawf.eb.mil/>
- <https://www.dibbs.bsm.dla.mil>

Step 3

Check the following blocks for information.

Block	Information
7	Administered By: DLA or DCMA (Continental United States (CONUS only)).
8	<p>FOB Code</p> <p>FOB “DEST” or “D” (Destination Contract): The vendor agreed to pay for the transportation from their location to the CONUS Ship To address.</p> <p>FOB “OTHER” or “O” (Origin Contract): The government pays for the transportation from the vendor’s location.</p> <p>A contract can be written as a FOB Origin/Fast Pay contract – this means the vendor has the option to pay for the transportation and then get reimbursed by the government. If the vendor does not wish to utilize this option, this office would set up the transportation.</p>
9	<p>Vendor Name and Code</p> <p>The requestor must be contacted if this does not match the cage and address provided on the request.</p>

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jun 30, 1997	PAGE 1 OF 15
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503.					
PLEASE DO NOT RETURN YOUR FORM TO EITHER OF THESE ADDRESSES. SEND YOUR COMPLETED FORM TO THE PROCUREMENT OFFICIAL IDENTIFIED IN ITEM 6.					
1. CONTRACT/PURCH ORDER NO. SPM4L1-08-M-1367	2. DELIVERY ORDER NO.	3. DATE OF ORDER (YYMMDD) 2008 FEB 26	4. REQUISITION/PURCH REQUEST NO. See Schedule	5. PRIORITY DOA7	
6. ISSUED BY DEFENSE SUPPLY CENTER RICHMOND LAND SUPPLY CHAIN DETACHMENT 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770 Local Administrator: PLRSE30 (804)279-4988 / FAX: (804)279-4204 E-mail: Shirley.Quave@dla.mil	CODE SPM4L1	7. ADMINISTERED BY (if other than 6) DEFENSE SUPPLY CENTER RICHMOND LAND SUPPLY CHAIN DETACHMENT 8000 JEFFERSON DAVIS HIGHWAY RICHMOND VA 23297-5770	CODE SPM4L1	8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR NAME AND ADDRESS WHOLESALE BATTERIES INC 605 KANSAS AVE KANSAS CITY KS 66105-1311 US	CODE 079M9	FACILITY CODE	10. DELIVER TO FOB POINT BY (Date) (YYMMDD) 2008 MAR 04	11. MARK IF BUSINESS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISAD- VANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO See Schedule - Do Not Ship to Address in Block 6	CODE	13. PAYMENT WILL BE MADE BY DFAS BVDP (SL4701) P.O. BOX 369031 COLUMBUS OH 43236-9031	CODE SL4701	13. MAIL INVOICES TO See Block 15	
16. DELIVERY TYPE OF ORDER PURCHASE	X	This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ and furnish the following on terms specified herein ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.			

Non-VSM Vendor Request for Shipping Instructions Form, Continued

Step 4

Verify the following:

- TCN/Requisition number matches information on the Vendor Request for Shipping Instructions form.

Note: If the TCN/Requisition number is an FMS requisition see FMS – Foreign Military Sales and EDAASINQ" section. An FMS requisition will begin with a “B”, “D”, “P”, “K” or “T”.

- Required Delivery Date (RDD)
- Project Code (PROJ) (may or may not have one)
- Transportation Priority (TP)
 - TP1
 - TP2
 - TP3
- Issue Priority Designator (IPD)
 - IPD 01 - 03 = TP1
 - IPD 04 - 08 = TP2
 - IPD 09 - 15 = TP3
- Supplementary Address (SUP ADD)
 - Signal Code (SIG)
 - A, B, C, D – Ship to requisitioner (first 6 positions of requisition number).
 - J, K, L, M – Ship to Supplementary Address.

```

left blank. If there are inconsistencies between the schedule
and MIL-STD-129P, the schedule takes precedence.

DELIVER FOB: DESTINATION BY: 2008 MAR 04

PARCEL POST ADDRESS:

V21103
USS UNDERWOOD FFG 36
FPO AA 34093-1491
US

FREIGHT SHIPPING ADDRESS:

V21103
USS UNDERWOOD FFG 36
CALL NAVAL OPERATIONAL LOGISTICS
SUPPORT CTR NOLSC CML 757 443 5434
DSN 646 5434 OUTCONUS 312 646 5434
US

M/F: (TCN) V211038003A676 XXX
RDD 013
PROJ EE5 TP 2
SUP ADD YB022B SIG A
FOR GOVERNMENT USE ONLY: IPD 06

DIC A4A DIST 9B ADV FC SR
*****
    
```

VSM Log In Procedures

Steps for logging into VSM

Follow the steps below for logging into VSM.

Step	Action
1	Access VSM through the following website: https://vsm.distribution.dla.mil/net/
2	Input User ID and Password and click “LOGIN.”
3	Click on “ACF.”
4	Select "Change/Vendor."
5	Input Vendor’s Cage Code (Obtained from the contract – Block 9 or from DSS (DPI8 (ACF/BPT INQUIRY) screen). Click “Submit.”
6	<p><u>If message received</u></p> <p>If the message: “ _____ Cage _____”, is a VSM vendor you must log in as that vendor.”</p> <p>Select “Logoff.”</p> <p><u>If message not received</u></p> <p>If this message is not received, advise Work Lead that the vendor needs to be changed from ACF to full site access.</p> <p>Select vendor from the drop down list.</p> <p>Click “Submit.”</p>
7	<p><u>If message not received</u></p> <p>A list of vendors will be displayed. Select vendor.</p>
8	<p><u>If message not received</u></p> <p>The vendor selected will be displayed.</p>

VSM Log In Procedures, Continued

Step 1

Access VSM through the following web site:

<https://vsm.distribution.dla.mil/net/>

Step 2

Input User ID and Password.

Click “Sign in.”

DLA Distribution - Vendor Shipment Module

System Alerts

Please Sign In using one of these options.

User ID/Password CAC

User ID:

Password:

Sign In

Contact the VSM account manager

Reset Password

VSM is a DLA Enterprise wide, web based, system that improves cargo movement from DLA vendors to customers while providing In-Transit Visibility. It streamlines movement through utilization of DLA routing/addressing logic and integrates shipments into the Defense Transportation System (DTS).

This is a Department of Defense computer system.

Step 3

Click on “ACF” (Active Contract File).

DLA Distribution

DSS / Vendor Shipment Module

Please choose an action item from the following menu

[ACF](#) | [VSM Administration](#) | [Log Off](#)

OR choose a vendor and press Submit

Filter By :

VSM Log In Procedures, Continued

Step 4

Select "Change/Vendor."

DSS / Vendor Shipment Module

ACF Processing for vendor ()

User Guide Logoff Main Menu ACF Seavan **Change/Vendor** Exceptions

ACF Processing

Enter Requisition Number OR Contract Information

Requisition Info

Requisition Number:

Contract Info

Purchase Order Number:

Release Number:

CLIN:

Shipment Info

Number of Freight Pieces:

Destination: Origin:

Submit Retry

Step 5

Input Vendor’s Cage Code (Obtained from the contract – Block 9 or from DSS (DPI8 (ACF/BPT INQUIRY) screen).

Click “Submit.”

DSS / Vendor Shipment Module

ACF Processing for vendor ()

User Guide Logoff Main Menu ACF Seavan Change/Vendor Exceptions

ACF Processing

Enter a CAGE to act on behalf:

Enter CAGE:

Submit

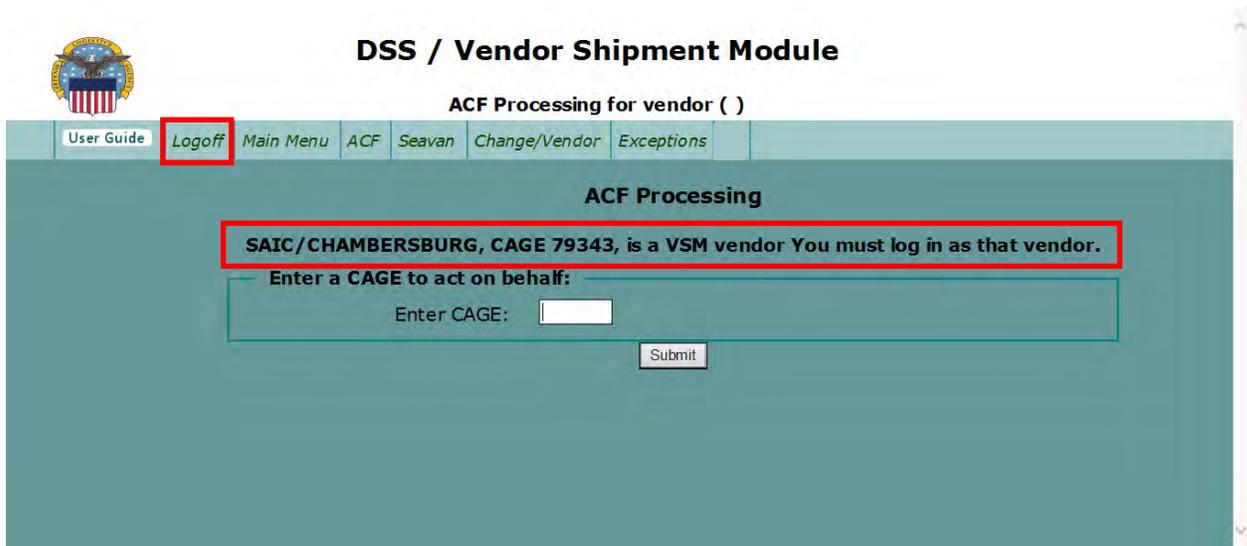
VSM Log In Procedures, Continued

Step 6

If message received

If the message: “ _____ Cage _____”, is a VSM vendor you must log in as that vendor.”

Select “Logoff.”



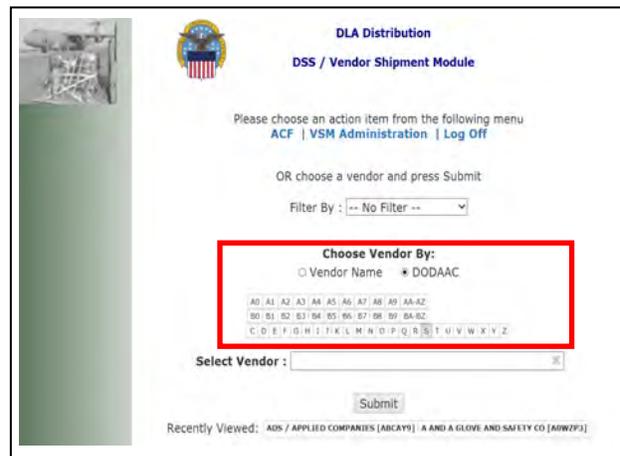
Step 6

If message not received

If this message is not received, advise Work Lead that the vendor needs to be changed from ACF to full site access.

Click on “Main Menu.”

Search either by Vendor Name (used in this example) or DODACC.

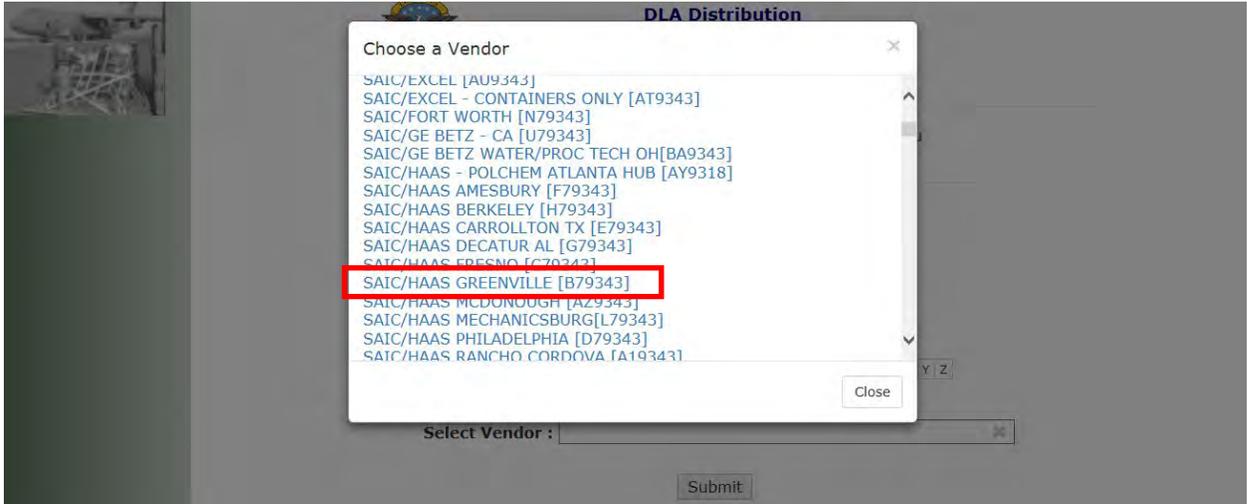


VSM Log In Procedures, Continued

Step 7

If message not received

A list of vendors will be displayed. Select vendor.

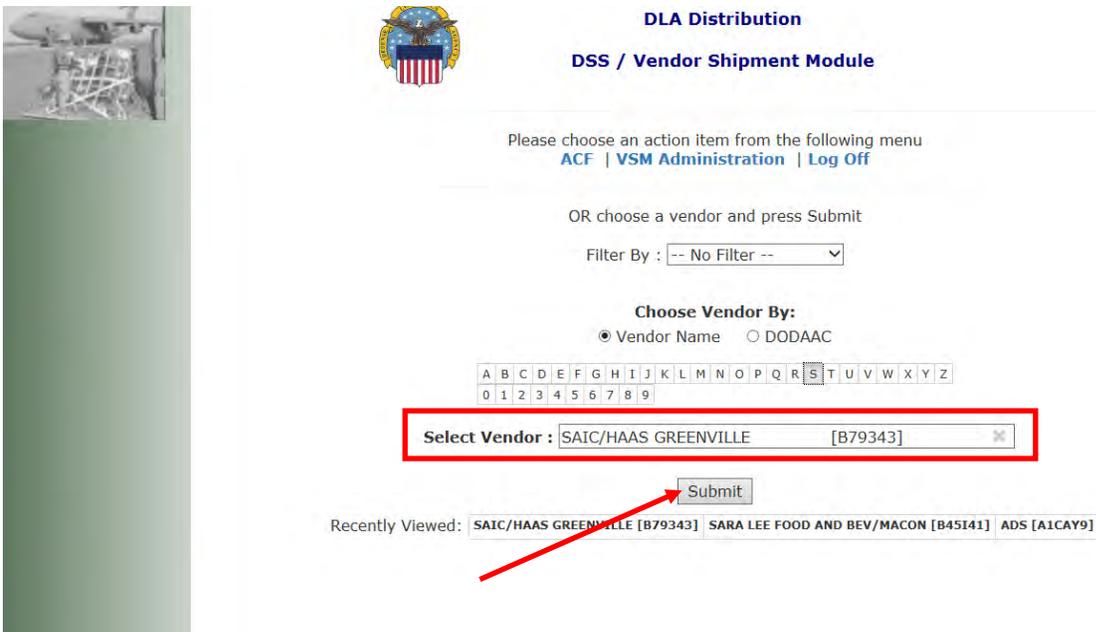


Step 8

If message not received

The vendor selected will be displayed.

Click Submit.



VSM Screen Layout

Introduction

The VSM production screens are divided into three main areas:

- Top navigation bar
- Main processing production area in the center, and
- Search area along the left portion of the screen.

Below is an example of the modern view.

X	Rise	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	NIIN	0001	SPE3000000000	N2391471840505		12	000301	N23914	800	
<input type="checkbox"/>	MHD1	0002	SP555555555555	N2391471850501		05	000301	N23914	1	
<input type="checkbox"/>	FMSADR	TEST	SPE3000000000	PCN06V11670001	2017207	03	PCN0CK	PCN0CK	100	Past Due
<input type="checkbox"/>	MSG05	0001	SPE3000000000	N2391471840512	2017208	05	SW3147	N23914	5	Past Due

Note: Vendors will see the same headings on their screen except their FOB tab is divided into two tabs:

- FOB Dest
- FOB Origin.

VSM Screen Layout, Continued

Main Menu tab

Main Menu tab allows you to leave a vendor account and select another vendor account without logging off the system completely.



Manual Purchase Order (MPO) tab

MPO tab permits a MPO entry.



FOB Processing tab

Free on Board (FOB) Processing tab allows for processing FOB Destination, Origin or Single Partial contracts from any location listed with same CAGE Code in the system.



Print tab

The Print tab will present a list of shipments that are completely processed and ready to ship. The PRINT button functions include:

- Selecting a shipment and printing all required shipping documentation from here.
- Reprinting documentation, utilizing the REPRINT option.
- Printing the DD Form 250



VSM Screen Layout, Continued

SEAVAN tab

The SEAVAN tab allows you to

- Enter a Booking Request
- Check request status
- Check container status
- Inquire Seavan



Shipping tab

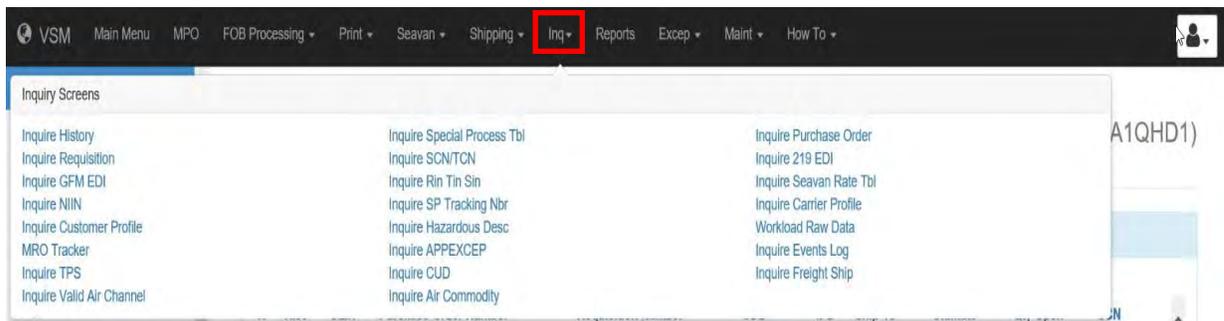
The Shipping tab allows you to

- Release a shipment
- Review a shipment
- Display shipments awaiting Carrier Pickup



Inquiry tab

The Inquiry tab permits user to inquire the options display on the dropdown menu.



VSM Screen Layout, Continued

Reports tab

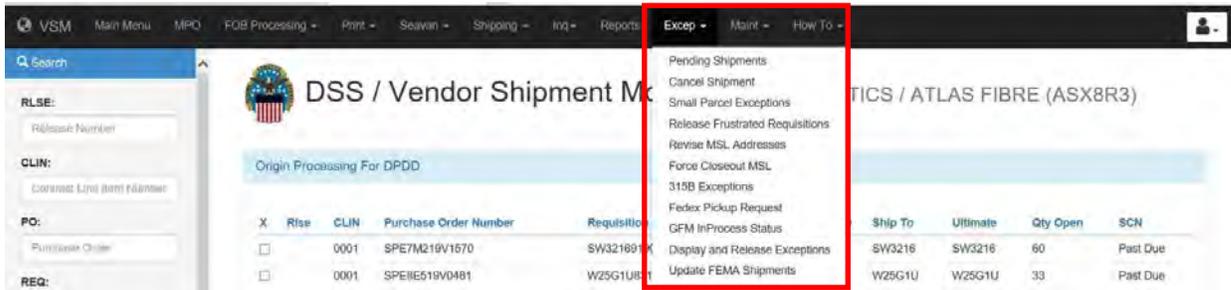
When the Reports tab is selected, different reports will be displayed.

Select the report you wish to view and the start and end date and click “Submit.”

The screenshot shows the VSM Reports tab interface. At the top, a navigation bar includes links for VSM, Main Menu, MPO, FOB Processing, Print, Seavan, Shipping, Inq, Reports (highlighted with a red box), Excep, Maint, and How To. Below the navigation bar is the header "DSS / Vendor Shipment Module K AND A SALES AND MARKETING INC (A1QHD1)". The main content area is titled "Select Origin Report" and contains a list of reports under the heading "SELECT REPORT :". The reports listed are: Origin Summary Report, CBL Summary Report, CBL by SCAC Summary Report, Seavan History Report, Future Date Summary Report, Vendor Shipping Report, Seavan Report, RF TAG SPREADSHEET, SHIP INST SPREADSHEET, TCMD SPREADSHEET, RF Tag Summary Report, Web Service Summary Report, Web Service Detail Report, Web Service Air Challenge Report, Workload Report, Workload by UserId Report, and AGENT SPREADSHEET. At the bottom of the form, there are two date selection fields: "Start Date:" with a value of "09/10/2019" and "End Date:" with a value of "09/30/2019". Below these fields are "Submit" and "Reset" buttons. A red box highlights the date selection fields and the Submit/Reset buttons.

VSM Screen Layout, Continued

Exceptions tab



Example of a “Small Parcel Exceptions” screen

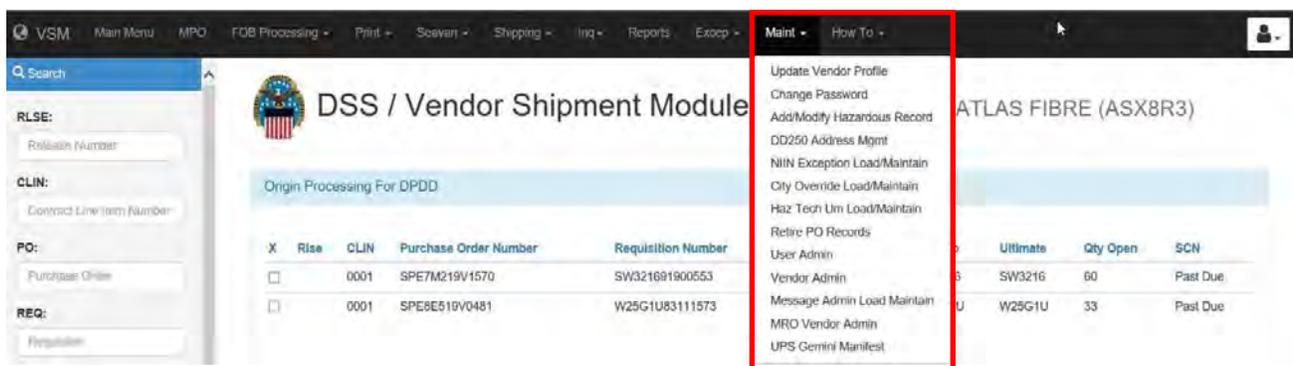
Below is an example of the "Small Parcel Exceptions" screen.



Maintenance tab

Maintenance tab on top far right has features that permit user to update and change vendor information.

Note: Maintenance menu options will vary depending on user’s authorization level. The main point of contact (POC) for vendor’s VSM account is the only one allowed to make changes to their profile.



VSM Screen Layout, Continued

How To tab

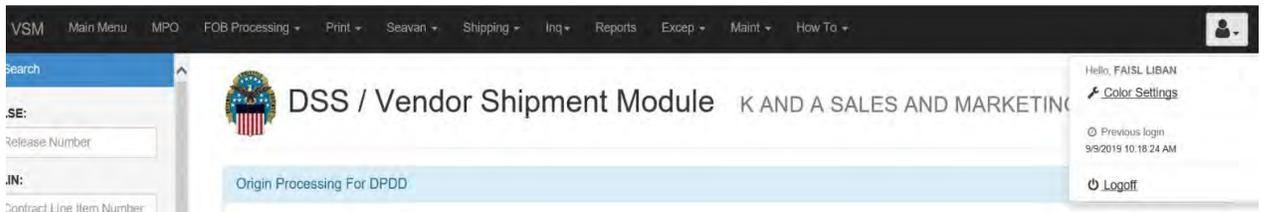
The “How To” tab is for Vendor’s training.



Logoff tab

The Logoff tab:

- Allows you to access the settings area of VSM (e.g., set background color, background panel, Header and Footer)
- Signs off the system



VSM Screen Layout, Continued

Search Option

Search options are available on all screens in VSM. Same principles can be applied to searches throughout VSM.

Searches may be accomplished using complete entries such as complete requisition number or portions of the number such as the first six characters.

Using the search option may be a more effective way of selecting Purchase Orders (POs) for shipment.

For example, a search for **SHIP TO: W25G1U**, system returns all orders meeting criteria. Similar searches can be accomplished by using Release Numbers, Contract Line Item Number (CLIN), Purchase Orders, Requisition Number, etc.

The screenshot displays the VSM web application interface. On the left, a search sidebar is visible, with the 'Ship To' field highlighted in red and containing the text 'W25G1U'. The main content area shows a table header with columns: Rise, CLIN, Purchase Order Number, Requisition Number, CDD, IPD, Ship To, Ultimate, Qty Open, and SCN. The page title is 'DSS / Vendor Shipment Module' for user 'D & A ELECTRONICS (A53787)'. The search results area is currently empty, showing only the table header and a 'Number of records' indicator.

Module 2

Manual Purchase Orders

Overview

Introduction

VSM relies on two different sources of Purchase Order data:

- The first source is EDI that is transmitted to vendors from the Major Subordinate Commands (MSCs). VSM captures a copy of the transmission when it is sent through the vendor's Value Added Network (VAN). These are the Purchase Order records that automatically populate on the screen.
- The second source of Purchase Order data is the ACF that is downloaded to VSM daily from all Supply Center's material management systems.

If you need to ship an order that does not appear in the system, use the MPO process to load order into system.

Objective

At the conclusion of this module, the employee will be able to process a MPO.

In this module

The following topics are located in this module:

Topic	See Page
Building Manual Purchase Orders	2-2
MPO Fields	2-4

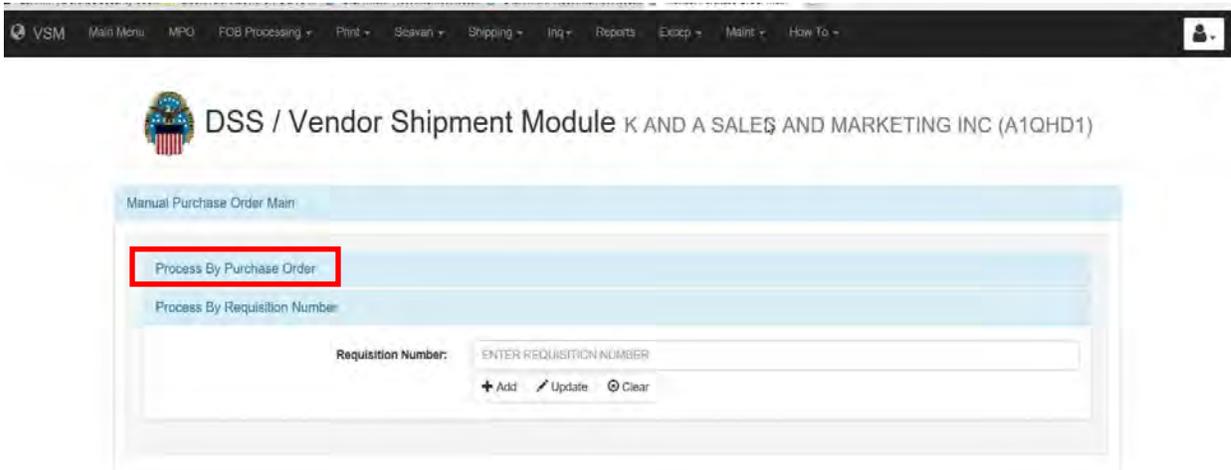
Building Manual Purchase Orders

Method 1 (By Purchase Order)

Click “MPO” on the top navigation menu.



Click on “Process By Purchase Order.”

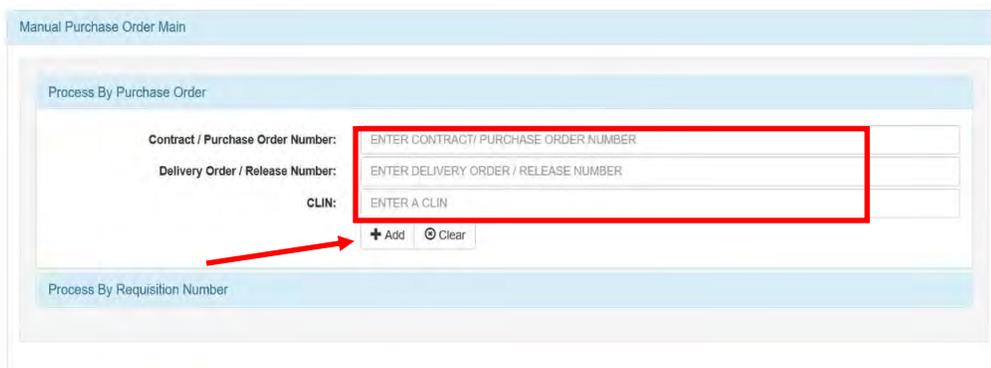


Input the Contract/Purchase Order Number, Delivery Order/Release Number and Contract Line Item Number (CLIN) in the appropriate block.

If shipment shows ready to process, click the available button. If not, “Add New Manual Purchase Order” screen appears.

Note: Any mistakes input in the system at this point will be perpetuated throughout the processing cycle. All information required is available in vendor’s contract.

Once data has been input, click “Add.”



Building Manual Purchase Orders, Continued

Method 1 (By Purchase Order), continued

For the F-35 project, these fields below self-populate.

Click “Add.”

The screenshot shows the 'Manual Purchase Order Main' interface. The top navigation bar includes 'VSM', 'Main Menu', 'MPO', 'FOB Processing', 'Print', 'Seavan', 'Shipping', 'Inq', 'Reports', 'Excep', 'Maint', and 'How To'. The main header reads 'DSS / Vendor Shipment Module LOCKHEED MARTIN F35 CEVA (B81755)'. The 'Process By Purchase Order' section contains the following fields:

Contract / Purchase Order Number:	F35F3519V0001
Delivery Order / Release Number:	000116
CLIN:	0001

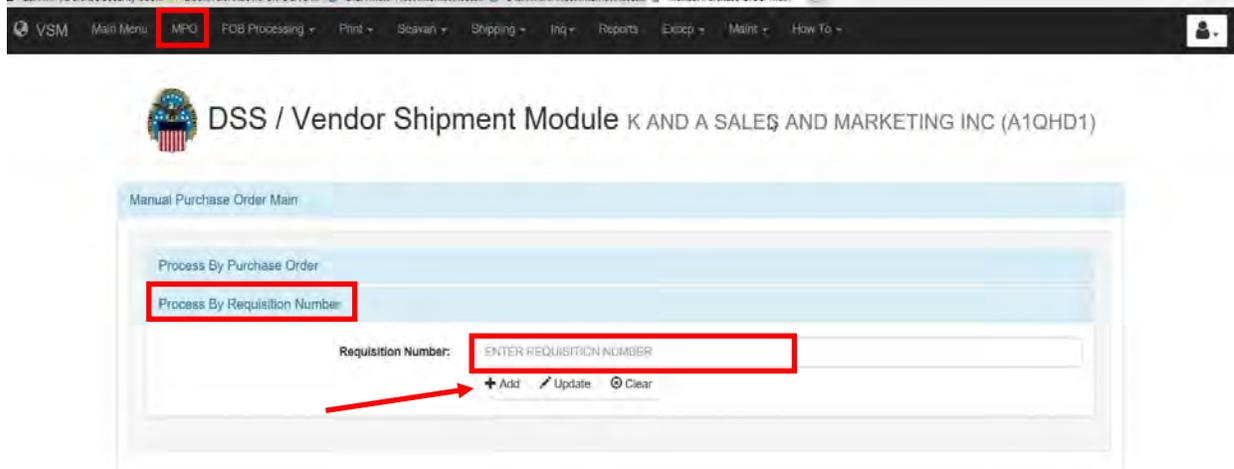
Below the fields are two buttons: '+ Add' and 'Clear'. A red box highlights the input fields, and a red arrow points from the bottom of the box to the '+ Add' button.

Building Manual Purchase Orders

Method 2 (By Requisition Number)

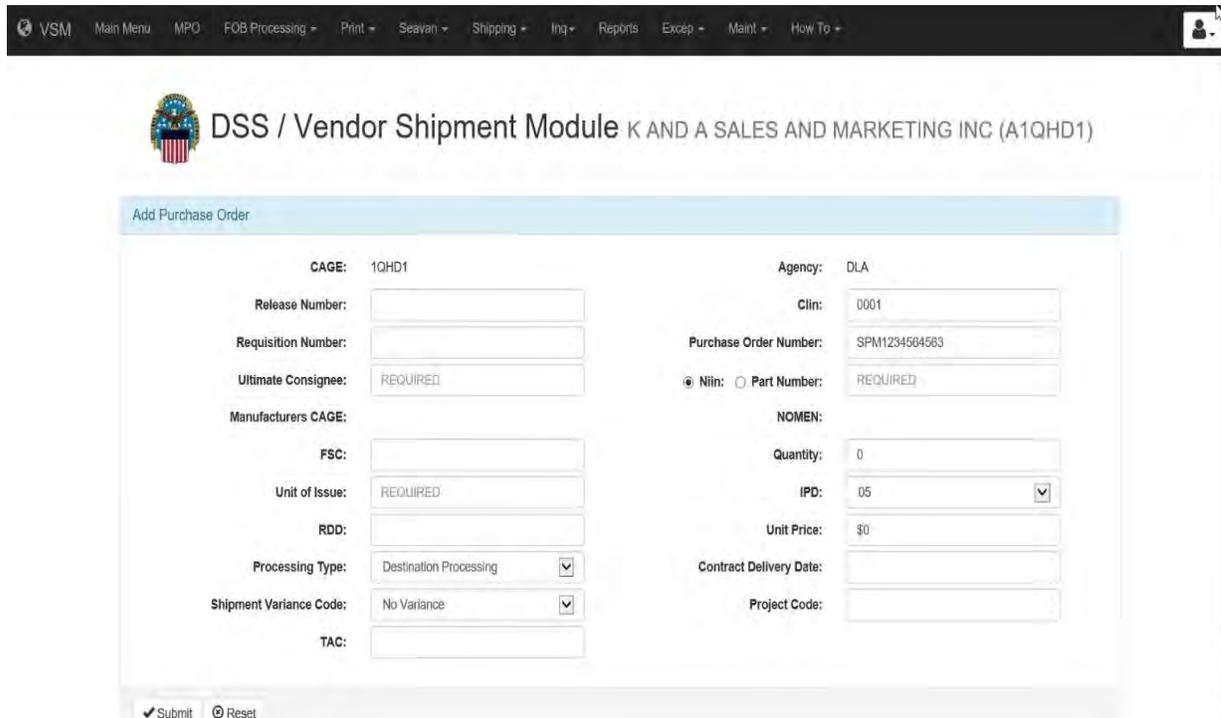
Once you click on “MPO” the screen below will be displayed.

Input the Requisition Number and click on “Add.”



MPO (“Add New Manual Purchase Order”) screen

An example of the MPO screen is shown below.



MPO Fields

Description of MPO fields

A description of the fields on the MPO screen are shown below.

The screenshot shows the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. It features a header with the agency name and a 'Add Purchase Order' button. Below the button are several input fields: 'CAGE: 12345', 'Agency: DLA', 'Release Number: 0001', 'Clin: 0001', 'Requisition Number:' (empty), and 'Purchase Order Number: SPM0WR0000000'.

Field	Description
Cage	Automatically populates with the cage code.
Release Number	It is commonly referred to as the Delivery Order Number on contract (in block 2). It is the sequential order number on a Long Term Contract (LTC).
CLIN (Contract Line Item Number)	Line item number listed on contract.
Requisition Number	The customer's document number. This will not be present for Depot stock purchases. If there is no requisition number on contract, leave blank and system will create one from the ultimate consignee. <u>Note:</u> It is critical requisition number provided on contract (not one located on first page) be entered in VSM, it is normally identified as the Transportation Control Number (TCN).
Purchase Order Number	The contract number (i.e. SPM000000000).

MPO Fields, Continued

Description of MPO fields, continued

A description of the fields on the MPO screen are shown below.

Ultimate Consignee: REQUIRED	<input type="radio"/> Niin: <input type="radio"/> Part Number: REQUIRED
Manufacturers CAGE:	NOMEN:
FSC:	Quantity: 0
Unit of Issue: REQUIRED	IPD: 05 <input type="checkbox"/>
RDD:	Unit Price: 50

Field	Description
Ultimate Consignee (Final Destination)	The ultimate destination Department of Defense Activity Address Code (DODAAC). Please make sure DODAAC is input correctly. Inputting an incorrect DODAAC will send cargo to an incorrect location. If signal code is A-I, ultimate consignee is first six characters of requisition number. If signal code is J-Z, ultimate consignee will be the supplementary address.
Part Number	Not necessary for MPO
Manufactures CAGE	Not necessary for MPO Note: When the part number is used to process an F-35 shipment, input the Manufactures CAGE. Pratt & Whitney or Lockheed Martin CAGE can be used.
Nomen (Nomenclature)	Name of the item you are shipping...i.e... Tires, bolts, lumber etc...
FSC	Four digit Federal Stock Class (FSC) code-numbering system that identifies group and class. First four of your NSN, not necessary for MPO
NIIN	The last 9 digits of NSN (i.e. if the complete NSN is 6135-00-105-9924 then the National item identifier number NIIN would be 001059924).
Quantity	Total number of items ordered on contract.
Unit of Issue	For example EA for Each, BT for Bottle, PG for package etc.
IPD (Issue Priority Designator)	A two digit Priority Code ranging from 01 through 15. If none, select 12 or higher.
RDD	Required Delivery Date – Date requesting activity needs the material.

MPO Fields, Continued

Description of MPO fields, continued

A description of the fields on the MPO screen are shown below.

The screenshot shows a form with the following fields and values:

- RDD:** [Empty text box]
- Processing Type:** Destination Processing (dropdown menu)
- Shipment Variance Code:** No Variance (dropdown menu)
- TAC:** [Empty text box]
- Unit Price:** \$0 (text box with a calculator icon)
- Contract Delivery Date:** [Empty text box]
- Project Code:** [Empty text box]

Field	Description
Unit Price	Enter contracted price per unit.
Processing Type	Indicates FOB Terms of the contract either FOB Origin or FOB Destination. <u>Note:</u> Make sure this is selected based off FOB terms.
Contract Delivery Date (CDD)	Delivery date specified in contract. Use calculator button to select date.
Shipment Variance Code	If contract includes provisions for quantity variation (+/- 10% for example), select No Variance, Over ship allowed, Under ship allowed or Both over/under.
TAC	Transportation Account Code A four digit alpha numeric account code. For example: S4P8.
Project Code	A three digit field used by requisitioner to specify a project or operation (i.e., 9GF).
Quantity Variance Percentage	If contract includes a quantity variance provision, enter here. For example, if allowed variation was 10 percent, input 10.

Module 3

Item Labels

Overview

Introduction

This module will display item labels necessary in accordance with (IAW) MIL-STD-129R (Department of Defense Standard Practice Military Marking for Shipment and Storage).

Objective

At the conclusion of this module, the employee will be familiar with labels necessary in accordance with MIL-STD-129R.

In this module

The following topics are located in this module:

Topic	See Page
Select Item Labels for Contract	3-2
Examples of Labels	3-4
Helpful Website for Vendors—ASSIST	3-6

Select Item Labels for Contract

Contract item labels

Access FOB Destination or Origin.

Select

- the contract that requires labels, and
- “Item Labels.”

Note: This is the Vendor’s responsibility to input required data.

Click “Submit.”

The screenshot shows the VSM interface with the 'FOB Processing' menu item highlighted in red. The main content area displays the 'DSS / Vendor Shipment Module' for 'K AND A SALES AND MARKETING INC (A1QHD1)'. A table titled 'Origin Processing For DPDD' contains the following data:

X	Release	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input checked="" type="checkbox"/>		0001	SPE7L319V8996	W25G1U92521037	2019343	12	W25G1U	W25G1U	42	
<input type="checkbox"/>		0001	SPE7M119V033W	W25G1U92520792	2019343	12	W25G1U	W25G1U	4	
<input type="checkbox"/>		0001	SPE7L219V1808	W25G1U92470700	2019337	12	W25G1U	W25G1U	545	
<input type="checkbox"/>		0001	SPE7L319V7415	W25G1U92461101	2019343	12	W25G1U	W25G1U	231	

Below the table, the 'Item Labels' radio button is selected. The 'Submit' button is highlighted in red.

Select Item Labels for Contract, Continued

Contract item labels, continued

Once required data is input, click Submit.

Enter Item Label Data

NSN:	1095-01-600-0972	Cage:	1CAY9
PIN:	<input type="text" value="Enter a Part Number"/>	Nomenclature:	KNIFE,COMBAT
Quantity:	<input type="text" value="100"/> of 129	Unit of Issue:	EA
Unit of Issue Detail:	<input type="text" value="EA"/>	Purchase Order:	SPE7L1-18-P-1333
Release Number:	<input type="text"/>	Clin:	0001
Lot:	<input type="text" value="Enter a Lot"/>	Preservation Method:	<input type="text" value="Enter a Preservation Method"/>
Date Preserved:	<input type="text" value="06/18"/>		

Shelf Life

Shelf Life:

Other Info

Units In Intermediate Pack: Item Label Size: 3 1/2 x 5 2 x 4 1 1/3 x 4

Serial Numbers

#1	#2	#3	#4	#5	#6
#7	#8	#9	#10	#11	#12
#13	#14	#15	#16	#17	#18
#19	#20	#21	#22	#23	#24
#25	#26	#27	#28	#29	#30
#31	#32	#33	#34	#35	#36
#37	#38	#39	#40	#41	#42
#43	#44	#45	#46	#47	#48
#49	#50	#51	#52	#53	#54
#55	#56	#57	#58	#59	#60
#61	#62	#63	#64	#65	#66
#67	#68	#69	#70	#71	#72
#73	#74	#75	#76	#77	#78
#79	#80	#81	#82	#83	#84
#85	#86	#87	#88	#89	#90
#91	#92	#93	#94	#95	#96
#97	#98	#99	#100		

Examples of Labels

Examples of item labels

Examples of item labels are shown below.



5320016456426
5320-01-645-6426
CAGE 81755
P/N: 7510002729662
PIN-RIVET
1 EA (EA)
F35F35-19-V-0001 LOT NO: ABC-123
10/20
SHELF LIFE



5320016456426
5320-01-645-6426
81755
P/N: 7510002729662
PIN-RIVET
1 EA (EA)
F35F35-19-V-0001 LOT NO: ABC-123
10/20
SHELF LIFE



5320016456426
5320-01-645-6426
CAGE 81755
P/N: 7510002729662
PIN-RIVET
1 EA (EA)
F35F35-19-V-0001 LOT NO: ABC-123
10/20
SHELF LIFE



5320016456426
5320-01-645-6426
81755
P/N: 7510002729662
PIN-RIVET
1 EA (EA)
F35F35-19-V-0001 LOT NO: ABC-123
10/20
SHELF LIFE

Examples of Labels, Continued

Examples of intermediate pack labels

Examples of intermediate pack labels.



5320016456426
5320-01-645-6426
CAGE 81755
P/N: 7510002729662
PIN-RIVET
1 EA (EA)
F35F35-19-V-0001 LOT NO: ABC-123
10/20
SHELF LIFE



5320016456426
5320-01-645-6426
81755
P/N: 7510002729662
PIN-RIVET
1 EA (EA)
F35F35-19-V-0001 LOT NO: ABC-123
10/20
SHELF LIFE



5320016456426
5320-01-645-6426
CAGE 81755
P/N: 7510002729662
PIN-RIVET
1 EA (EA)
F35F35-19-V-0001 LOT NO: ABC-123
10/20
SHELF LIFE



5320016456426
5320-01-645-6426
81755
P/N: 7510002729662
PIN-RIVET
1 EA (EA)
F35F35-19-V-0001 LOT NO: ABC-123
10/20
SHELF LIFE

Helpful Website for Vendors—ASSIST

Steps for accessing MIL-STD-129R using ASSIST

Follow the steps below for accessing MIL-STD-129R using ASSIST.

Step	Action
1	Assist website: http://quicksearch.dla.mil/
2	Input MIL-STD-129R in “Document ID” field. Click “Search.”
3	Click “MIL-STD-129R.”
4	Click pdf of Revision R (latest update).
5	The .pdf is displayed.

Helpful Website for Vendors—ASSIST, Continued

Step 1

Assist website: <http://quicksearch.dla.mil/>

Step 2

Input MIL-STD-129R in “Document ID” field.

Click “Search.”

Quick Search **ASSIST**

Database last updated: Aug 08, 2014

ASSIST Quick Search provides access to defense and federal specifications and standards indexed in the official DoD ASSIST document repository that have been approved for public release. Enter search criteria in one or more of the three search fields below. You may limit search results by selecting optional filters from the drop-down lists, or even by specifying a range of document dates. Click on the label next to each search field or filter for a description and sample search results.

Basic Search | Text Search

Document ID: MIL-STD-129R | Document Number: | Status: All

Title/Keywords: | All Words | Title Or Keywords

FSC/Area: Select All | Document Date: 11-Aug-2013 | Between 11-Aug-2014

Search | Reset

Total records: 1

Step 3

Click “MIL-STD-129R.”

Quick Search **ASSIST**

Data updated: 06 Sep 2019. Basic Search

Enter search criteria in one or more of three text fields: Document ID, Document Number, Find Term(s). Filter search results by selecting Status or FSC/Area from drop-down lists, or by checking the box and specifying a range of document dates. Click a label for a detailed description and sample search results.

Document ID: MIL-STD-129R | Document Number: | Status: All

Find Term1,Term2,... | For All Terms | In Title or Keywords or Scope

FSC/Area: Select All | Document Date: 09-Sep-2018 | Through 09-Sep-2019

Search | Reset

Total records: 1

Filter	Values				
Document ID:	MIL-STD-129R				
Img	Document ID	Status	FSC/Area	Doc Date	Title
Y	MIL-STD-129R(1)	A	PACK	24-May-2018	Military Marking for Shipment and Storage

About Quick Search | Contact Us | ASSIST | ASSIST Feedback | Privacy and Security | Section 508 Compliance | Defense Standardization Program

WARNING: UNAUTHORIZED ACCESS TO THIS UNITED STATES GOVERNMENT COMPUTER SYSTEM AND SOFTWARE IS PROHIBITED BY PUBLIC LAW 99-474 (THE COMPUTER FRAUD AND ABUSE ACT OF 1986) AND CAN RESULT IN ADMINISTRATIVE, DISCIPLINARY OR CRIMINAL PROCEEDINGS.

Module 4

Freight on Board Destination Processing

Overview

Introduction

This module will outline the following procedures:

- Processing a Single Destination Shipment
- Processing Multiple Freight Pieces for a Single Requisition Small Parcel
- Partial Shipments
- All Packed in One
- Foreign Military Sales (FMS) and eDASSINQ
- Routing Instructions Notes (RIN), TIN, and SIN

Objective

At the conclusion of this module, the employee will be able to perform FOB destination processes.

In this module

The following topics are located in this module:

Topic	See Page
Processing Single Destination Shipment	4-2
Processing Multiple Freight Pieces for a Single Requisition	4-18
Processing Partial Shipments	4-28
Processing Packed in One	4-36
OCONUS and FACTS	4-44
Foreign Military Sales and eDAASINQ	4-46
RIN, SIN, and TIN	4-56

Processing Single Destination Shipment

Steps for processing single destination shipment

Follow the steps below for processing a single destination shipment.

Step	Action
1	Select FOB Destination from the drop down option of FOB Processing.
2	<p>Either select a shipment from list presented on the FOB Destination screen or search for a specific order or series of orders using the search process described earlier.</p> <p>Select the radio button for the Purchase Order you want to work and click “Submit.”</p> <p><u>Note:</u> If multiple Purchase Orders are displayed and the one you are looking for is not displayed, use the search option on the left, input appropriate data and then</p> <ul style="list-style-type: none"> • press ENTER, or • select the Search button and the system will find and display the particular Purchase Order you want to process.
3	<p>Select the radio button next to the appropriate Hazardous status and click “Submit.”</p> <p>Three options are available.</p> <p>Click Submit.</p>
4	<p>On the shipping screen,</p> <ul style="list-style-type: none"> • Select “Partial” or “Total.” • Verify the quantity is correct <p><u>Note:</u> If you select “Partial,” adjust the Quantity that is shipping to reflect the partial shipment. In this case the partial Quantity would have to be between 1 and 9.</p> <ul style="list-style-type: none"> • Input “Total Weight” of package being shipped. • Input Length (L), Width (W) and Height (H) of package in inches. The system will automatically calculate cube. • Add a “Vendor Ref Number” (keeping in mind it prints on the MSL). • Select “Carrier” you are going to use for this shipment. If you aren’t sure, there is an option for “Unknown.” • Input the “Ship Date” (Use the calendar icon to select date.) <p>Click “Submit.”</p>

Processing Single Destination Shipment, Continued

Steps for processing single destination shipment, continued

Follow the steps below for processing a single destination shipment.

Step	Action
5	<p>The FOB Destination Results screen will</p> <ul style="list-style-type: none"> • displays the Routing Address, and • assigns a Shipment Control Number (SCN). <p> Annotate the SCN.</p> <p><u>Note:</u> If an error message is received – research the error to correct (Check the Exception Screen on the mainframe – DPQX (VSM DSS pathway 10-1D)).</p> <p>The FOB Destination Results screen allows you to print Container ID Label if checked.</p> <p>Click “Submit.”</p> <p>This will process the shipping documents. Check shipping documents for accuracy.</p>
6	<p>The Military Shipping Label (MSL) is produced by VSM.</p> <p>If the SHIP TO/POE (Port of Embarkation) (Block 5) and the Ultimate Consignee (Block 9) address is an overseas address – follow directions below but keep in mind, vendor may not be able to ship direct and will need a modification on contract to ship direct via Origin Processing.</p> <p>Ensure the name and address in Block 3 (FROM) matches the vendor’s name and address.</p> <p>When able, e-mail the MSL to the vendor. Copy and save these as Signature Blocks to make it easy to include the correct information on each response.</p>

Processing Single Destination Shipment, Continued

Steps for processing single destination shipment, continued

Follow the steps below for processing a single destination shipment.

Step	Action
7	<p>(Delivery instructions-VSM DSS)</p> <p>Follow VSM DSS pathway 60-65 to access the DFIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.</p> <p>Input:</p> <ul style="list-style-type: none"> • “P” in the “ACTN” field • “TIN” in the “RIN/TIN ID” field • “D” in the “PRINT LOC” field • Information from block 5 of the MSL in the “SHIP TO DODAAC – DODAAC” field. <p>Note: If there are delivery instructions for a DODAAC, copy and paste these instructions in the body of the e-mail.</p>
7	<p>(Delivery instructions-VSM Web)</p> <p>Click on “Inquire Rin Tin Sin.”</p> <p>Delivery instructions will be displayed.</p>

Processing Single Destination Shipment, Continued

Step 1

Select FOB Destination from the drop down option of FOB Processing.

The screenshot shows the Vendor Shipment Module (VSM) interface for Lockheed Martin. The top navigation bar includes 'VSM', 'Main Menu', 'MPO', 'FOB Processing', 'Print', 'Session', 'Shipping', 'Inq', 'Reports', 'Excep', 'Maint', and 'How To'. A search bar is on the left. The 'FOB Processing' dropdown menu is open, showing 'Fob Dest' (highlighted with a red box), 'Fob Origin', and 'Single Partial'. The main screen title is 'Vendor Shipment Module LOCKHEED MARTIN' and the user is 'CORP. TEST (A02769)'. The main content area is titled 'Destination Processing For DPDD' and contains a table of shipment records.

X	Rlse	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	0001	SPE7M118F5S49	W80TWT82220151	W80TWT82220151	2018226	05	W80TWT	W80TWT	2	Past Due
<input type="checkbox"/>	0001	SPE7M118F5S51	W80BTZ82220144	W80BTZ82220144	2018228	12	W80BTZ	W80BTZ	7	Past Due
<input type="checkbox"/>	0001	SPE7M118F5S50	W80TWT82220149	W80TWT82220149	2018226	05	W80TWT	W80TWT	1	Past Due
<input type="checkbox"/>	0001	SPE7M118F5S47	W80TWT82220152	W80TWT82220152	2018226	05	W80TWT	W80TWT	1	Past Due

Showing first 100 of 685 total records.

Buttons: Submit, Reset, Export to Excel, Shipped View

Step 2

Either select a shipment from list presented on the FOB Destination screen or search for a specific order or series of orders using the search process described earlier.

Select the radio button for the Purchase Order you want to work and click “Submit.”

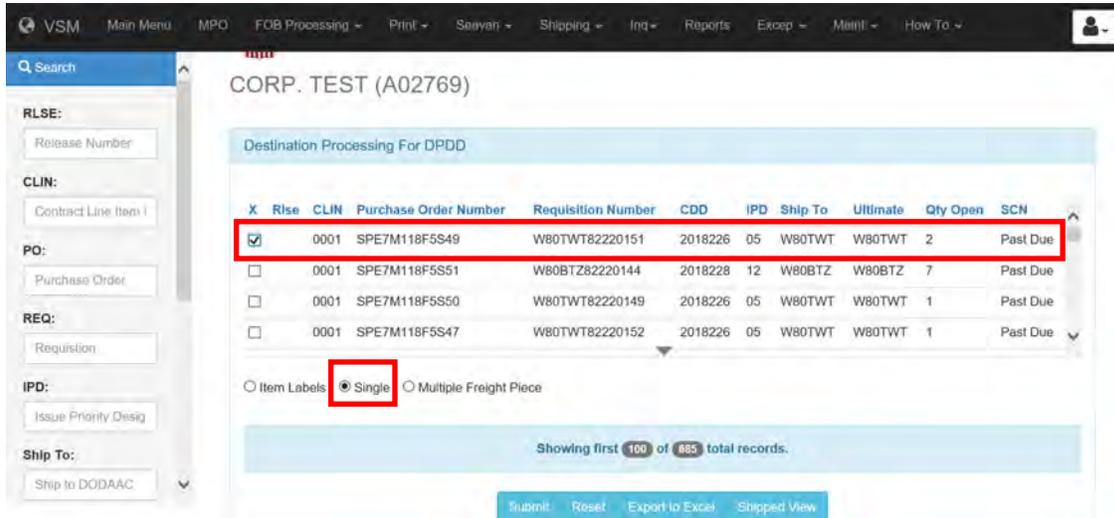
Note: If multiple Purchase Orders are displayed and the one you are looking for is not displayed, use the search option on the left, input appropriate data and then

- press ENTER, or
- select the Search button and the system will find and display the particular Purchase Order you want to process.

Processing Single Destination Shipment, Continued

Step 2, continued

For the purpose of this example, we are processing a single shipment.



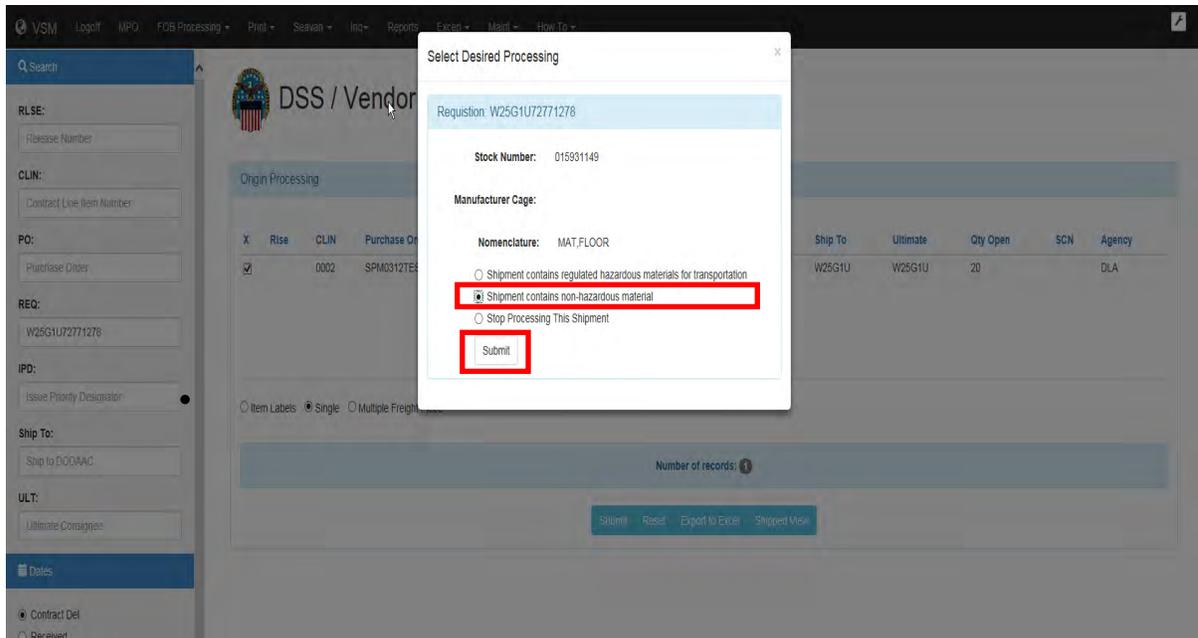
Step 3

Select the radio button next to the appropriate Hazardous status and click “Submit.”

Three options are available.

In this example we choose “Shipment contains non-hazardous material.”

Click Submit.

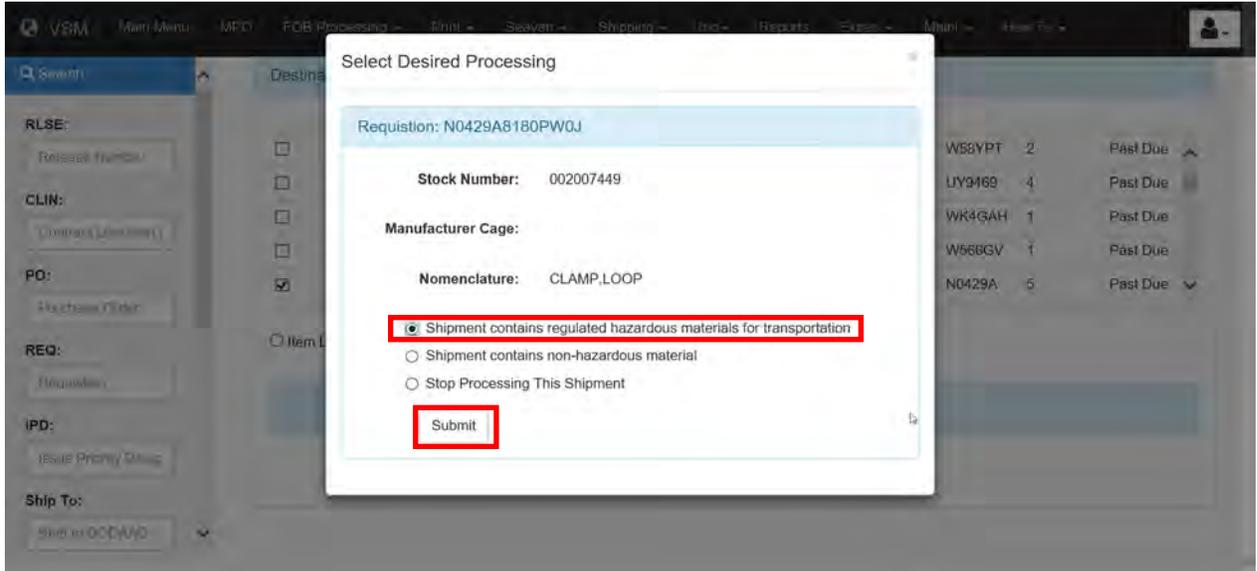


Processing Single Destination Shipment, Continued

Step 3, continued

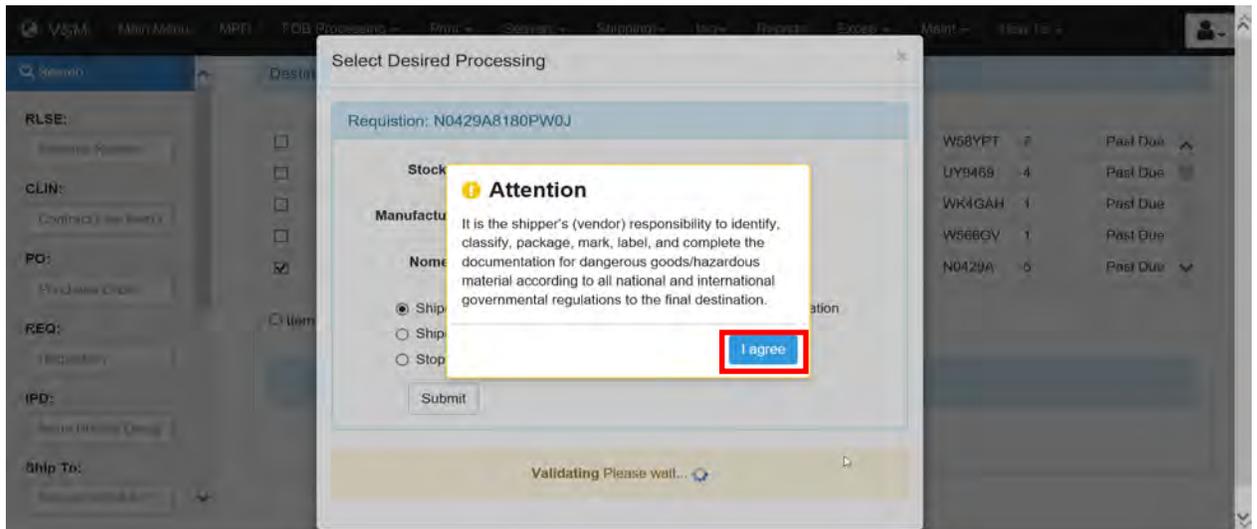
In this example we choose “Shipment contains regulated hazardous materials for transportation.”

Click Submit.



If the above option was chosen, the screen below will be displayed.

Click on “I agree.”



Processing Single Destination Shipment, Continued

Step 3, continued

Fill out the appropriate information.

Click Submit.

The screenshot shows the VSM (Vendor Shipment Module) interface. At the top, there is a navigation bar with links: VSM, Main Menu, MPC, FOB Processing, Print, Seaman, Shipping, Inq, Reports, Except, Maint, and How To. Below the navigation bar is the header: DSS / Vendor Shipment Module LOCKHEED MARTIN CORP. TEST (A02769). The main content area is titled "Destination: Hazardous Choice" and contains a form with the following fields:

Requisition:	W80TWT82220151	Stock Number:	013774293
CAGE:		Cargo Code:	Z
Cargo Desc:		Nomenclature:	GUARD,SPLASH,VEHICU
Proper Shipping Name:	Required	Technical Name:	
Un Class Cd:	Select a UN Class Code (Required) ~	Un Id Number:	Required (UN NA-prID then 4 numbers)
Packing Group:	N/A I II III	Reportable Quantity Ind:	N/A
Passenger / Cargo Notif:	N/A Passenger Cargo	Limited Quantity Ind:	N/A
No. Of Packages:		Hazardous Zone:	N/A A B C D
Dangerous Goods Quantity:		Type Pack:	CARTON ~
Dangerous Goods Unit of Measurement:		Container Type:	
Marine Pollutant Flag:	N/A		

At the bottom left of the form, there are two buttons: "Submit" (highlighted with a red box) and "Reset".

Processing Single Destination Shipment, Continued

Step 4

On the shipping screen,

- Select “Partial” or “Total.”
- Verify the quantity is correct

Note: If you select “Partial,” adjust the Quantity that is shipping to reflect the partial shipment. In this case the partial Quantity would have to be between 1 and 9.

- Input “Total Weight” of package being shipped.
- Input Length (L), Width (W) and Height (H) of package in inches. The system will automatically calculate cube.
- Add a “Vendor Ref Number” (keeping in mind it prints on the MSL).
- Select “Carrier” you are going to use for this shipment. If you aren’t sure, there is an option for “Unknown.”
- Input the “Ship Date” (Use the calendar icon to select date.)

Click “Submit.”

The screenshot shows the 'FOB Destination - Single Full Processing' form in the VSM system. The form is titled 'FOB Destination - Single Full Processing' and contains the following fields and controls:

- Requisition Control Number:** W80TWT82220151
- Processing Type:** Radio buttons for 'Partial' (selected) and 'Total'.
- Quantity:** 2 of 2
- Total Weight:** 0
- Dimensions:** L: 0, W: 0, H: 0
- Cube:** 0
- Vendor Reference:** (Empty text field)
- Carrier:** Select a Carrier (Dropdown menu)
- Ship Date:** 09/10/2019
- Buttons:** Submit (highlighted with a red box) and Reset

Processing Single Destination Shipment, Continued

Step 5

The FOB Destination Results screen will

- displays the Routing Address, and
- assigns a Shipment Control Number (SCN).



Annotate the SCN.

Note: If an error message is received – research the error to correct (Check the Exception Screen on the mainframe – DPQX (VSM DSS pathway 10-1D)).

The FOB Destination Results screen allows you to print Container ID Label if checked.

Click “Submit.”

This will process the shipping documents. Check shipping documents for accuracy.



DSS / Vendor Shipment Module ADS (A1CAY9)

FOB Destination Results

Routing Addresses

Ship To:
N60191
NAVAL AIR STATION OCEANA
983 D AVE BUILDING 720
VIRGINIA BEACH VA 23460-5120

Final Destination:
N60191
NAVAL AIR STATION OCEANA
983 D AVE BUILDING 720
VIRGINIA BEACH VA 23460-5120

Shipments Processed

Shipment Control: 15932508 Transportation Control: N601918014B685XAX Weight: 10 Tracking Number:

MSL Container ID Label Packing List

Processing Single Destination Shipment, Continued

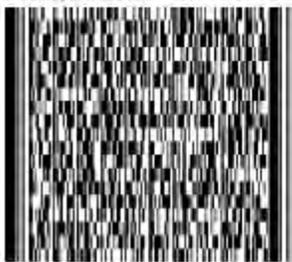
Step 6

The Military Shipping Label (MSL) is produced by VSM.

If the SHIP TO/POE (Port of Embarkation) (Block 5) and the Ultimate Consignee (Block 9) address is an overseas address – follow directions below but keep in mind, vendor may not be able to ship direct and will need a modification on contract to ship direct via Origin Processing.

Ensure the name and address in Block 3 (FROM) matches the vendor’s name and address.

When able, e-mail the MSL to the vendor (see next pages for examples of information that should be included in each email). Copy and save these as Signature Blocks to make it easy to include the correct information on each response.

DD FORM 1387, JAN 90	
1. FCN FB23004305TM03XXX	14. DATE 2014331
	
3. FROM 12345 DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 548A1-5 NEW CUMBERLAND PA 17070 717-770-8830	11. RQD
5. SHIP TO/POE FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	16. PERCHS 00001 OF 00001 
7. POD	8. PROJECT
9. ULTIMATE CONSIGNEE OR MARK FOR FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	15. FMS CASE
18. YCMD/SUPPLY INFO 	6. TRANSIT PRIORITY 3
	10. WYCU THIS PC 20 1
	4. TYPE SERVICE
	13. CHARGES
	CN: 10875795
	VRN:
	SHIP:
	CD:
	REPRINT

Processing Single Destination Shipment, Continued

Sample email to a non-VSM vendor

The email sample is to be used for vendors that are not VSM vendors.

Subject: Heading

Salutation: Mr./Ms. Last Name or Sir/Ma'am,

Body:

Please see the attached MSL.

Delivery instructions, if necessary. Include all special instructions, including any info copied and pasted from VSM DSS DFIG screen. VSM DSS pathway 60-65.

If you have more questions regarding this issue, please direct all email correspondence to DLA Distribution Transportation Division's primary email address, delivery@dla.mil and include the DLA Service Ticket number located in the subject line to ensure prompt attention to your request.

If you have at least two DLA shipments per quarter, you can enroll in DLA's Vendor Shipment Module (VSM) today to generate your own Military Standard 129P compliant Military Shipping Label (MSL). Instead of emailing the Request for Vendor Shipping Instructions Form to delivery@dla.mil for the latest address/shipping instructions, you can access VSM and get MSLs for all of your DLA awards in a minute or less depending upon the speed of your internet.

To get started, access the VSM website at <https://vsm.distribution.dla.mil>. Click "New Vendors May Click Here" to get the application screen, which should take no more than 5 minutes to complete. We also offer training and support for this website. Once you have received your user ID and password from us, you will join thousands of vendors that are currently saving time and labor by using this system to create MSLs for all of their DLA purchase orders.

Thank you.

Signature Block:

First Name and Last Name

Traffic Management Specialist

DLA Transportation Division J3-OS

Com'l: 1-800-456-5507

Email: delivery@dla.mil

<https://vsm.distribution.dla.mil>

Forward Original email: The full original email that was sent to us.

Processing Single Destination Shipment, Continued

Sample email to VSM vendor

The email sample is to be used for vendors that are VSM vendors.

Subject: Heading

Salutation: Mr./Ms. Last Name or Sir/Ma'am,

Body:

I see that you have a DLA Vendor Shipment Module (VSM) account, which you can use to generate your own Military Standard 129P compliant Military Shipping Label (MSL). Instead of emailing the Vendor Request for Shipping Instructions Form to delivery@dla.mil, you can access VSM at <https://vsm.distribution.dla.mil> and print your MSLs. It probably takes less time to generate the label yourself than to fill out the form and email to us. If you need assistance with using the website, give us a call and we will be more than happy to step you through the process.

Please see the attached MSL for this request.

Delivery instructions, if necessary. Include all special instructions, including any info copied and pasted from VSM DSS DPIG screen. VSM DSS pathway 60-65.

If you have more questions regarding this issue, please direct all email correspondence to DLA Distribution Transportation Division's primary email address, delivery@dla.mil and include the DLA Service Ticket number located in the subject line to ensure prompt attention to your request.

Thank you.

Signature Block:

First Name and Last Name

Traffic Management Specialist
DLA Transportation Division J3-OS
Com'l: 1-800-456-5507

Email: delivery@dla.mil

<https://vsm.distribution.dla.mil>

Forward Original email: The full original email that was sent to us.

Processing Single Destination Shipment, Continued

Sample email

The sample email can be used for ET Already Processed but NOT a Duplicate Ticket – Not a VSM Vendor.

Subject: Heading

Salutation: Mr./Ms. Last Name or Sir/Ma'am,

Body:

This MSL had been previously processed on **XXX date**. I'm including a reprint for your convenience. Please see the attached reprinted MSL.

Delivery instructions, if necessary. Include all special instructions, including any info copied and pasted from VSM DSS DPIG screen. VSM DSS pathway 60-65.

If you have more questions regarding this issue, please direct all email correspondence to DLA Distribution Transportation Division's primary email address, delivery@dla.mil and include the DLA Service Ticket number located in the subject line to ensure prompt attention to your request.

If you have at least two DLA shipments per quarter, you can enroll in DLA's Vendor Shipment Module (VSM) today to generate your own Military Standard 129P compliant Military Shipping Label (MSL). Instead of emailing the Vendor Request for Shipping Instructions Form to delivery@dla.mil for the latest address/shipping instructions, you can access VSM and get MSLs for all of your DLA awards in a minute or less depending upon the speed of your internet.

To get started, access the VSM website at <https://vsm.distribution.dla.mil>. Click "New Vendors May Click Here" to get the application screen, which should take no more than 5 minutes to complete. We also offer training and support for this website. Once you have received your user ID and password from us, you will join thousands of vendors that are currently saving time and labor by using this system to create MSLs for all of their DLA purchase orders.

Thank you,

Signature Block:

First Name and Last Name

Traffic Management Specialist

DLA Transportation Division J3-OS

Com'l: 1-800-456-5507

Email: delivery@dla.mil

<https://vsm.distribution.dla.mil>

Original email: The full original email that was sent to us.

Processing Single Destination Shipment, Continued

Sample email

The sample email can be used for ET Already Processed but NOT a Duplicate Ticket – is a VSM Vendor.

Subject: Heading

Salutation: Mr./Ms. Last Name or Sir/Ma'am,

Body:

I see that you have a DLA Vendor Shipment Module (VSM) account, which you can use to generate your own Military Standard 129P compliant Military Shipping Label (MSL). Instead of emailing the Vendor Request for Shipping Instructions Form to delivery@dla.mil, you can access VSM at <https://vsm.distribution.dla.mil> and print your MSLs. It probably takes less time to generate the label yourself than to fill out the form and email to us. If you need assistance with using the website, give us a call and we will be more than happy to step you through the process.

This MSL had been previously processed by *(your company or by DLA) on XXX date*. I'm including a reprint for your convenience. Please see the attached reprinted MSL.

Delivery instructions, if necessary. Include all special instructions, including any info copied and pasted from VSM DSS DPIG screen. VSM DSS pathway 60-65.

If you have more questions regarding this issue, please direct all email correspondence to DLA Distribution Transportation Division's primary email address, delivery@dla.mil and include the DLA Service Ticket number located in the subject line to ensure prompt attention to your request.

Thank you,

Signature Block:

First Name and Last Name

Traffic Management Specialist

DLA Transportation Division J3-OS

Com'l: 1-800-456-5507

Email: delivery@dla.mil

<https://vsm.distribution.dla.mil>

Original email: The full original email that was sent to us.

Processing Single Destination Shipment, Continued

Step 7 (Delivery instructions-VSM DSS)

Follow VSM DSS pathway 60-65 to access the DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.

Input:

- “I” in the “ACTN” field
- “TIN” in the “RIN/TIN ID” field
- “D” in the “PRINT LOC” field
- Information from block 5 of the MSL in the “SHIP TO DODAAC – DODAAC” field.

Note: If there are delivery instructions for a DODAAC, copy and paste these instructions in the body of the e-mail.

```
DPIG          SITE: DPDD  VENDOR SHIPMENT MODULE          PAGE 001
13:04:40      TRANSPORTATION INFORMATION NOTES MAINTENANCE  10SEP2019
-----
ACTN ==> I (I)    RIN/TIN ID ==> TIN    PRINT LOC ==> D (D OR M)
SHIP TO DODAAC ==> W25G1U
***FOR SPECIAL RIN***
RELEASE NUMBER ==>          SCAC ==>
-----

EMAIL APPOINTMENT REQUESTS TO          PRELODGE@DLA.MIL ASAP
BEFORE THE DESIRED APPOINTMENT TIME    HRS 0600-2230 M-F & 0600-1630 SAT.
ACCESS ROAD OFF ROUTE 114 (OLD YORK     RD) 1 MILE OFF THE PA TURNPIKE &
INTERSTATE 83, EXIT 39. CALL           1-800-307-8496 FOR DIRECTIONS OR
WEATHER RELATED BASE CLOSURES.

LAST UPDATE:  YRE3955    06NOV2015

-----F1=MENU-----F2=NEXT TRANS-----F3=EXIT VSM-----F5=BOOKMARK-----
TRANS CONTINUES          NEXT TRANS==>
```

Processing Single Destination Shipment, Continued

Step 7 (Delivery instructions-VSM Web)

Click on “Inquire Rin Tin Sin.”

The screenshot shows the VSM web application interface. The top navigation bar includes 'VSM', 'Main Menu', 'MPO', 'FOB Processing', 'Print', 'Seavan', 'Shipping', 'Inq', 'Reports', 'Excep', 'Maint', and 'How To'. A search bar is visible on the left. The 'Inquiry Screens' dropdown menu is open, listing various inquiry options. The option 'Inquire Rin Tin Sin' is highlighted with a red box. Other options include 'Inquire History', 'Inquire Requisition', 'Inquire Special Process Tbl', 'Inquire SCN/TCN', 'Inquire Purchase Order', 'Inquire 219 EDI', 'Inquire GFM EDI', 'Inquire Seavan Rate Tbl', 'Inquire NIIN', 'Inquire Carrier Profile', 'Inquire Customer Profile', 'Inquire APPEXCEP', 'Inquire Hazardous Desc', 'Inquire Events Log', 'Inquire CUD', 'Inquire Freight Ship', and 'Inquire Valid Air Channel'. Below the dropdown, there are input fields for 'SIN CODE:', 'DODAAC:', and 'SIN LOC CODE:'. A table with columns 'Sin Cd', 'Dodaac', 'Sin Loc Cd', and 'Text' is shown, but it contains no data. The status bar indicates 'Showing 0 to 0 of 0 entries'.

Delivery instructions will be displayed.

The screenshot shows the VSM web application interface after clicking on 'Inquire Rin Tin Sin'. The top navigation bar is the same. The search bar on the left now contains 'TIN'. The 'DODAAC:' field contains 'W25G1U' and the 'SIN LOC CODE:' field contains 'D'. The main content area displays the 'DSS / Vendor Shipment Module' for 'LOCKHEED MARTIN CORP. TEST (A02769)'. Below this, the 'Inquiry SNT' table is shown with one entry. The status bar indicates 'Showing 1 to 1 of 1 entries'.

Sin Cd	Dodaac	Sin Loc Cd	Text
TIN	W25G1U	D	EMAIL APPOINTMENT REQUESTS TO PRELODGE@DLA.MIL ASAP BEFORE THE DESIRED APPOINTMENT TIMEHRS 0600-2230 M-F & 0600-1630 SAT. ACCESS ROAD OFF ROUTE 114 (OLD YORKRD)1 MILE OFF THE PA TURNPIKE & INTERSTATE 83, EXIT 39. CALL 1-800-307-8496 FOR DIRECTIONS OR WEATHER RELATED BASE CLOSURES.

Processing Multiple Freight Pieces for a Single Requisition

Steps for processing multiple freight pieces for a single requisition

Follow the steps below for processing multiple freight pieces for a single requisition.

Step	Action						
1	<p>Select radio button next to the transaction you want to process:</p> <p>Click the radio button next to Multiple Freight Pieces and input the number of packages that are shipping.</p> <p>Click “Submit.”</p>						
2	<p>Select the radio button next to the appropriate Hazardous status and click “Submit.”</p> <p>Three options are available.</p> <p>Click “Submit.”</p>						
3	<p>The next screen displays</p> <ul style="list-style-type: none"> • Weight per package • Dimensions per package • Quantity per package <p><u>Note:</u> If all or some pieces are same weight/dimensions/quantity packed, input the odd piece first and then check “Same for Remaining Pieces.”</p> <table border="1" data-bbox="342 1119 932 1241"> <thead> <tr> <th data-bbox="342 1119 657 1157">If shipping...</th> <th data-bbox="657 1119 932 1157">Then select...</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 1157 657 1197">entire quantity</td> <td data-bbox="657 1157 932 1197">Total.</td> </tr> <tr> <td data-bbox="342 1197 657 1241">partial quantity</td> <td data-bbox="657 1197 932 1241">Partial.</td> </tr> </tbody> </table> <p>Select Carrier from the drop down to Unknown Carrier.</p> <p>Click “Submit.”</p>	If shipping...	Then select...	entire quantity	Total.	partial quantity	Partial.
If shipping...	Then select...						
entire quantity	Total.						
partial quantity	Partial.						
4	<p>The FOB Destination Results screen</p> <ul style="list-style-type: none"> • displays the Routing Address, and • assigns a Shipment Control Number (SCN). <p> Annotate the Shipment Control Number (SCN).</p> <p><u>Note:</u> If an error message is received – research the error to correct (Check the Exception Screen on the mainframe – DPQX (DISPLAY AND RELEASE EXCEPTIONS) screen (Follow VSM DSS pathway 10-1D)).</p> <p>The FOB Destination Results screen allows you to print Container ID Label if checked.</p> <p>Click “Submit.”</p> <p>This will process the shipping documents. Check shipping documents for accuracy.</p>						

Processing Multiple Freight Pieces for a Single Requisition, Continued

Steps for processing multiple freight pieces for a single requisition, continued

Follow the steps below for processing multiple freight pieces for a single requisition.

Step	Action
5	<p>The Military Shipping Label (MSL) is produced by VSM.</p> <p>If the SHIP TO/POE (Port of Embarkation) (Block 5) and the Ultimate Consignee (Block 9) address is an overseas address – follow directions below but keep in mind, vendor may not be able to ship direct and will need a modification on contract to ship direct via Origin Processing.</p> <p>Ensure the name and address in Block 3 (FROM) matches the vendor’s name and address.</p> <p>When able, e-mail the MSL to the vendor. Copy and save these as Signature Blocks to make it easy to include the correct information on each response.</p>
6	<p>(Delivery instructions-VSM DSS)</p> <p>Follow VSM DSS pathway 60-65 to access the DFIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.</p> <p>Input:</p> <ul style="list-style-type: none"> • “I” in the “ACTN” field • “TIN” in the “RIN/TIN ID” field • “D” in the “PRINT LOC” field • Information from block 5 of the MSL in the “SHIP TO DODAAC – DODAAC” field. <p>Note: If there are delivery instructions for a DODAAC, copy and paste these instructions in the body of the e-mail.</p>
6	<p>(Delivery instructions-VSM Web)</p> <p>Click on “Inquire Rin Tin Sin.”</p> <p>Delivery instructions will be displayed.</p>

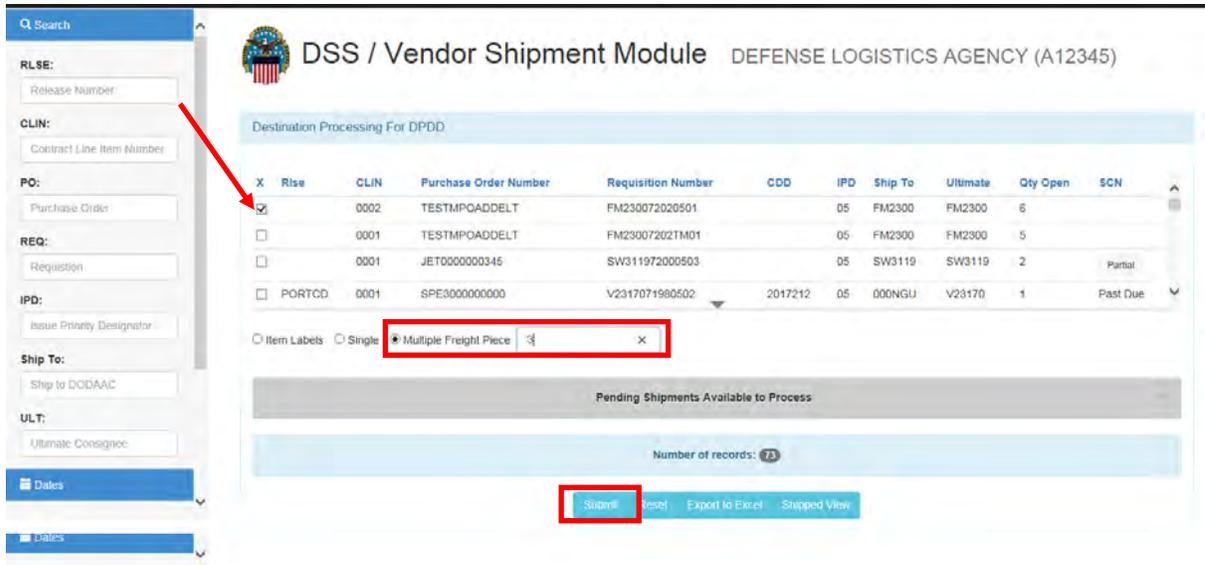
Processing Multiple Freight Pieces for a Single Requisition, Continued

Step 1

Select radio button next to the transaction you want to process:

Click the radio button next to Multiple Freight Pieces and input the number of packages that are shipping. In this example, three boxes are being shipped.

Click “Submit.”



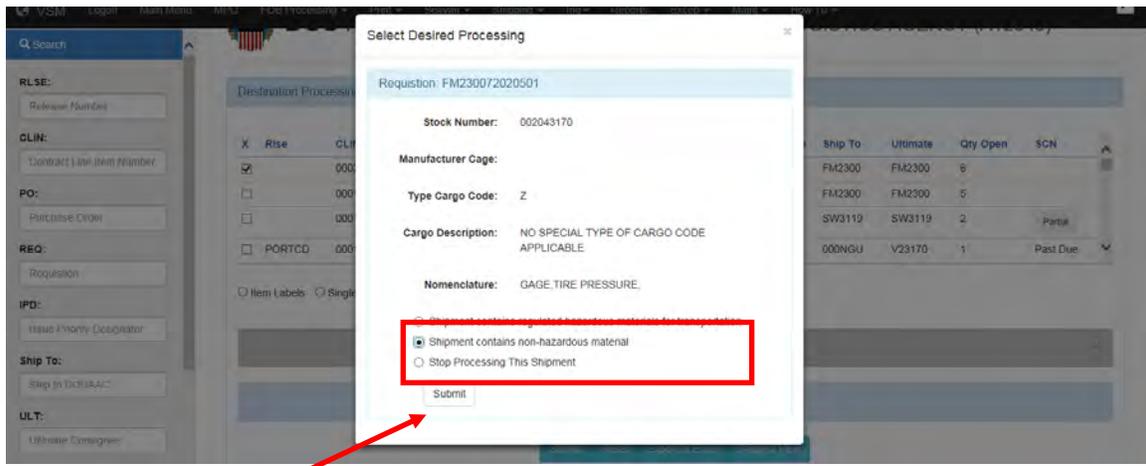
Step 2

Select the radio button next to the appropriate Hazardous status and click “Submit.”

Three options are available.

In this example we choose “Shipment contains non-hazardous material.”

Click “Submit.”

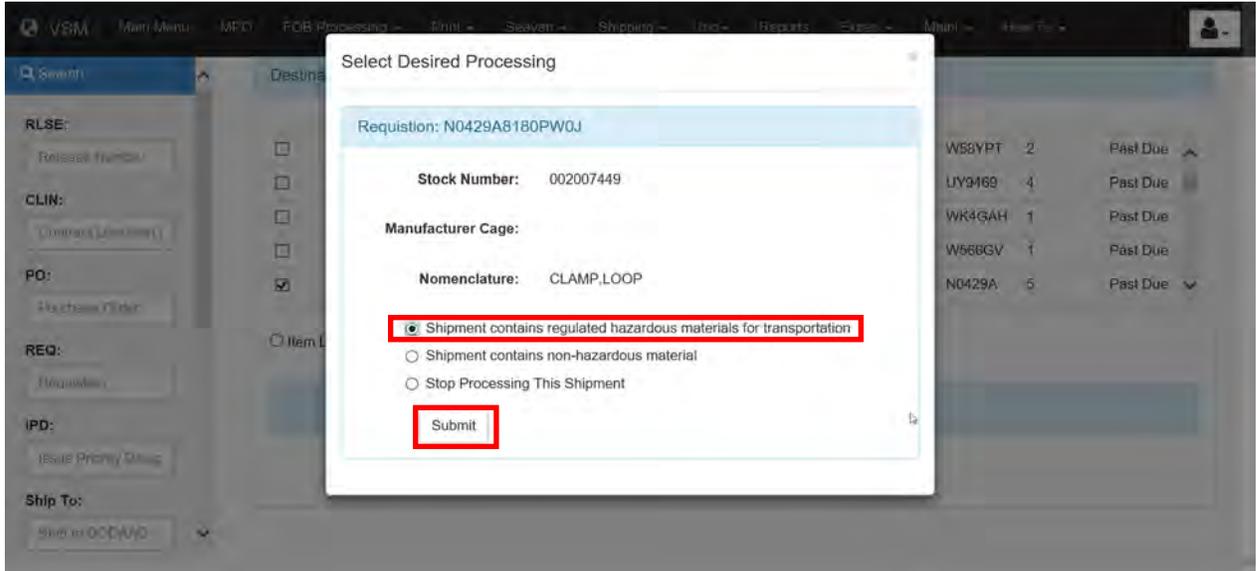


Processing Multiple Freight Pieces for a Single Requisition, Continued

Step 2, continued

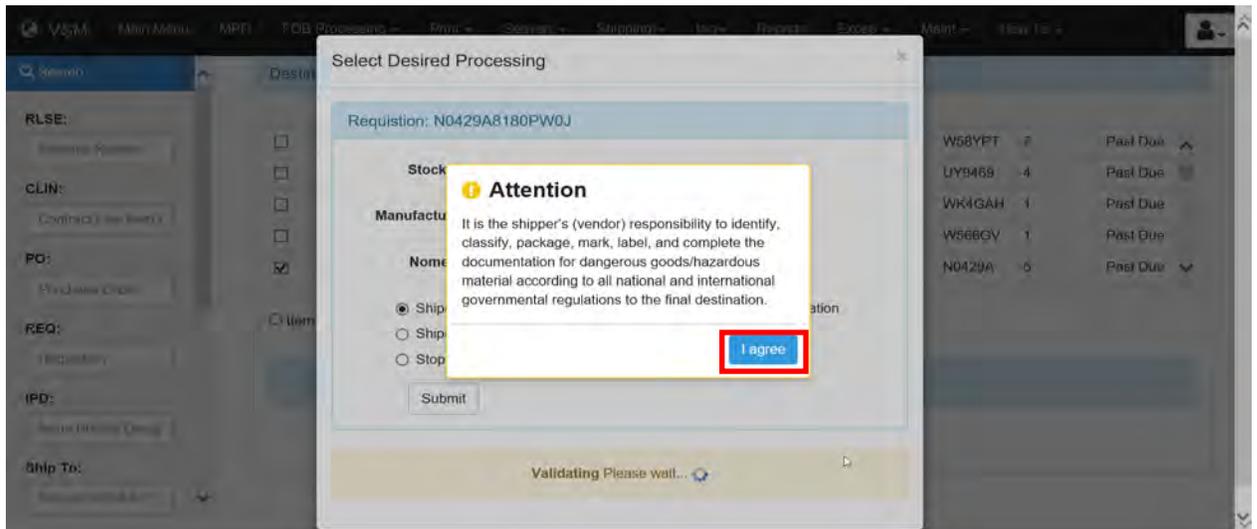
In this example we choose “Shipment contains regulated hazardous materials for transportation.”

Click “Submit.”



If the above option was chosen, the screen below will be displayed.

Click on “I agree.”



Processing Multiple Freight Pieces for a Single Requisition, Continued

Step 2, continued

Fill out the appropriate information.

Click “Submit.”

The screenshot shows the VSM (Vendor Shipment Module) interface. At the top, there is a navigation bar with the following items: VSM, Main Menu, MPC, FOB Processing, Print, Seaman, Shipping, Inq, Reports, Except, Maint, and How To. Below the navigation bar is the header for the 'DSS / Vendor Shipment Module' with the text 'LOCKHEED MARTIN CORP. TEST (A02769)'. The main content area is titled 'Destination: Hazardous Choice' and contains a form with the following fields:

Requisition:	W80TWT82220151	Stock Number:	013774293
CAGE:		Cargo Code:	Z
Cargo Desc:		Nomenclature:	GUARD,SPLASH,VEHICU
Proper Shipping Name:	Required	Technical Name:	
Un Class Cd:	Select a UN Class Code (Required) ~	Un Id Number:	Required (UN NA-prID then 4 numbers)
Packing Group:	N/A I II III	Reportable Quantity Ind:	N/A
Passenger / Cargo Notif:	N/A Passenger Cargo	Limited Quantity Ind:	N/A
No. Of Packages:		Hazardous Zone:	N/A A B C D
Dangerous Goods Quantity:		Type Pack:	CARTON ~
Dangerous Goods Unit of Measurement:		Container Type:	
Marine Pollutant Flag:	N/A		

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.

Processing Multiple Freight Pieces for a Single Requisition, Continued

Step 3

The next screen displays

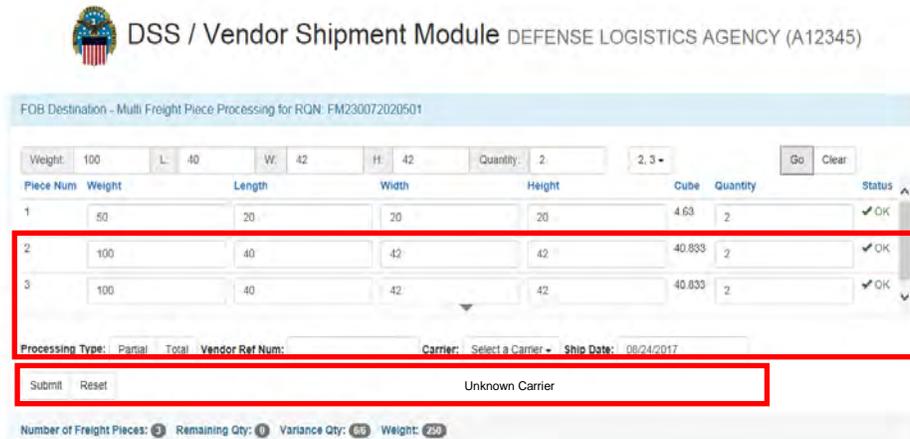
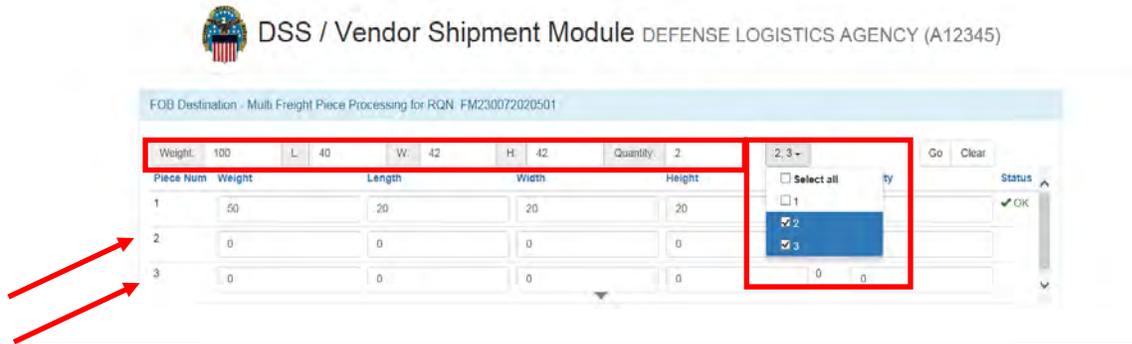
- Weight per package
- Dimensions per package
- Quantity per package

Note: If all or some pieces are same weight/dimensions/quantity packed, input the odd piece first and then check “Same for Remaining Pieces.”

If shipping...	Then select...
entire quantity	Total
partial quantity	Partial

Select Carrier from the drop down to Unknown Carrier.

Click “Submit.”



Processing Multiple Freight Pieces for a Single Requisition, Continued

Step 4

The FOB Destination Results screen

- displays the Routing Address, and
- assigns a SCN.

 Annotate the Shipment Control Number (SCN).

Note: If an error message is received – research the error to correct (Check the Exception Screen on the mainframe – DPQX (DISPLAY AND RELEASE EXCEPTIONS) screen (Follow VSM DSS pathway 10-1D)).

The FOB Destination Results screen allows you to print Container ID Label if checked.

Click “Submit.”

This will process the shipping documents. Check shipping documents for accuracy.



DSS / Vendor Shipment Module ADS (A1CAY9)

FOB Destination Results

Routing Addresses

Ship To	Final Destination
N60191 NAVAL AIR STATION OCEANA 983 D AVE BUILDING 720 VIRGINIA BEACH VA 23460-5120	N60191 NAVAL AIR STATION OCEANA 983 D AVE BUILDING 720 VIRGINIA BEACH VA 23460-5120

Shipments Processed

Shipment Control: 15932508 Transportation Control: N6019180148686XAX Weight: 10 Tracking Number:

MSL Container ID Label Packing List

Processing Multiple Freight Pieces for a Single Requisition, Continued

Step 5

The Military Shipping Label (MSL) is produced by VSM.

If the SHIP TO/POE (Port of Embarkation) (Block 5) and the Ultimate Consignee (Block 9) address is an overseas address – follow directions below but keep in mind, vendor may not be able to ship direct and will need a modification on contract to ship direct via Origin Processing.

Ensure the name and address in Block 3 (FROM) matches the vendor’s name and address.

When able, e-mail the MSLs to the vendor (see pages next pages for examples of information that should be included in each email). Copy and save these as Signature Blocks to make it easy to include the correct information on each response.

DD FORM 1367, JAN 90	
1. YCN FB23004305TM03XXX	14. DATE 2014890
3. FROM 12345 DEFENSE LOGISTICS AGENCY 2021 MISSION DR BLDG 548A4-5 NEW CLIMBERLAND PA 17070 117-770-8890	11. ADD
5. SHIP TO/POE FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	2. POSTAGE DATA
7. POD	6. PERCS 0001 OF 0003
9. ULTIMATE CONSIGNEE OR MARK FOR FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	8. PROJECT
18. TCMD/SUPPLY INFO	10. W/CD THIS IC 50 5
	15. PMS CASE
	5. TRANSP PRIORITY 3
	4. TYPE SERVICE
	13. CHARGES
	CN: 10876137
	WRN:
	SNM:
	CD:
	ORIGINAL

Processing Multiple Freight Pieces for a Single Requisition, Continued

Step 6 (Delivery instructions-VSM DSS)

Follow VSM DSS pathway 60-65 to access the DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.

Input:

- “I” in the “ACTN” field
- “TIN” in the “RIN/TIN ID” field
- “D” in the “PRINT LOC” field
- Information from block 5 of the MSL in the “SHIP TO DODAAC – DODAAC” field.

Note: If there are delivery instructions for a DODAAC, copy and paste these instructions in the body of the e-mail.

```
DPIG          SITE: DPDD  VENDOR SHIPMENT MODULE          PAGE 001
13:04:40      TRANSPORTATION INFORMATION NOTES MAINTENANCE  10SEP2019

ACTN ==> I (I)    RIN/TIN ID ==> TIN    PRINT LOC ==> D (D OR M)
SHIP TO DODAAC ==> W25G1U
***FOR SPECIAL RIN***
RELEASE NUMBER ==>                                SCAC ==>
-----

EMAIL APPOINTMENT REQUESTS TO          PRELODGE@DLA.MIL ASAP
BEFORE THE DESIRED APPOINTMENT TIME    HRS 0600-2230 M-F & 0600-1630 SAT.
ACCESS ROAD OFF ROUTE 114 (OLD YORK     RD) 1 MILE OFF THE PA TURNPIKE &
INTERSTATE 83, EXIT 39. CALL           1-800-307-8496 FOR DIRECTIONS OR
WEATHER RELATED BASE CLOSURES.

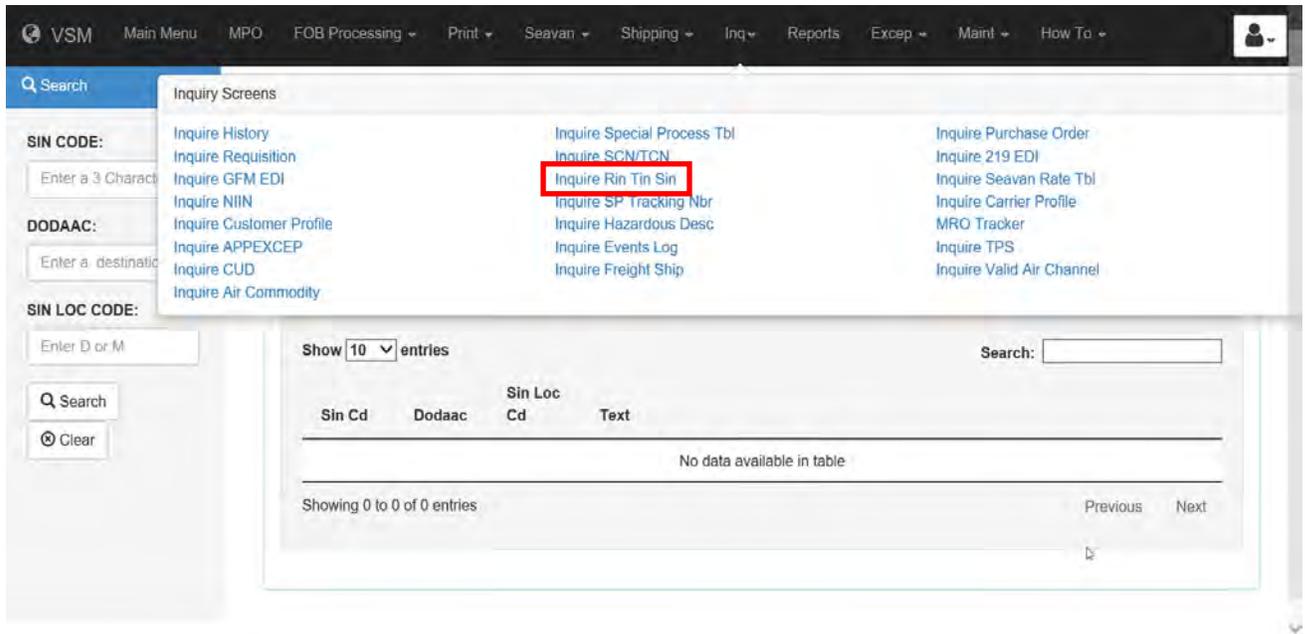
LAST UPDATE:  YRE3955    06NOV2015

-----F1=MENU-----F2=NEXT TRANS-----F3=EXIT VSM-----F5=BOOKMARK-----
TRANS CONTINUES                                NEXT TRANS==>
```

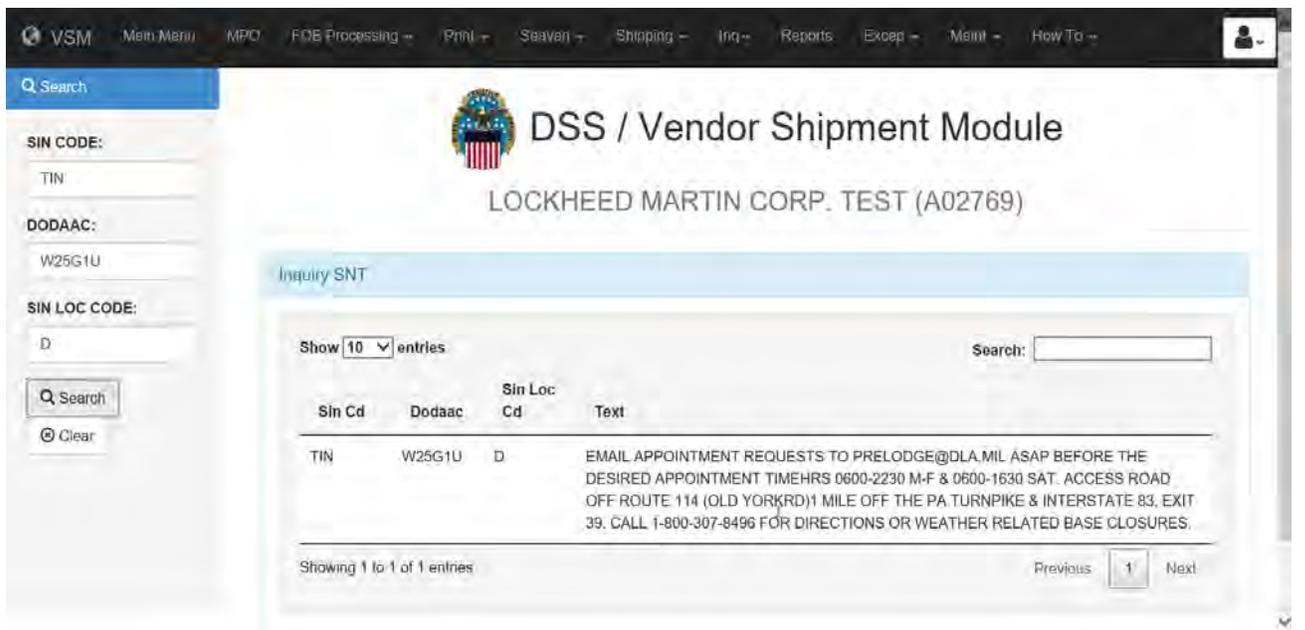
Processing Multiple Freight Pieces for a Single Requisition, Continued

Step 6 (Delivery instructions-VSM Web)

Click on “Inquire Rin Tin Sin.”



Delivery instructions will be displayed.



Processing Partial Shipments

Steps for processing partial shipments

Follow the steps below for processing partial shipments.

Step	Action
1	<p>Select “Partial.”</p> <p>Change “Quantity” to the quantity being shipped.</p> <p>Input “Total Weight and Dimensions”</p> <p>Change Carrier to UNKNOWN CARRIER</p> <p>Click “Submit.”</p>
2	<p>The FOB Destination Results screen</p> <ul style="list-style-type: none"> • displays the Routing Address, and • assigns a Shipment Control Number (SCN). <p> Annotate the Shipment Control Number (SCN).</p> <p>The FOB Destination Results screen allows you to print Container ID Label if checked.</p> <p>Click “Submit.”</p> <p><u>Note:</u> If an error message is received – research the error to correct (Check the Exception Screen on the mainframe – DPQX (Follow VSM DSS pathway 10/1D)).</p>
3	<p>This will process the shipping documents. Check shipping documents for accuracy.</p>
4	<p>The Military Shipping Label (MSL) is produced by VSM.</p> <p>If the SHIP TO/POE (Port of Embarkation) (Block 5) and the Ultimate Consignee (Block 9) address is an overseas address – follow directions below but keep in mind, vendor may not be able to ship direct and will need a modification on contract to ship direct via Origin Processing.</p> <p>Ensure the name and address in Block 3 (FROM) matches the vendor’s name and address.</p> <p>E-mail the MSLs to the vendor. Copy and save these as Signature Blocks to make it easy to include the correct information on each response.</p>

Processing Partial Shipments, Continued

Steps for processing partial shipments, continued

Follow the steps below for processing partial shipments.

Step	Action
5	<p>(Delivery instructions-VSM DSS)</p> <p>Follow VSM DSS pathway 60-65 to access the DFIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.</p> <p>Input:</p> <ul style="list-style-type: none"> • “I” in the “ACTN” field • “TIN” in the “RIN/TIN ID” field • “D” in the “PRINT LOC” field • Information from block 5 of the MSL in the “SHIP TO DODAAC – DODAAC” field. <p><u>Note:</u> If there are delivery instructions for a DODAAC, copy and paste these instructions in the body of the e-mail.</p>
5	<p>(Delivery instructions-VSM Web)</p> <p>Click on “Inquire Rin Tin Sin.”</p> <p>Delivery instructions will be displayed.</p>

Processing Partial Shipments, Continued

Step 1

Select “Partial.”

Change “Quantity” to the quantity being shipped.

Input “Total Weight and Dimensions”

Change Carrier to UNKNOWN CARRIER

Click “Submit.”

DSS / Vendor Shipment Module ADS (A1CAY9)

FOB Destination - Single Full Processing

Requisition Control Number: N601916014B685 Processing Type: Partial Total Quantity: 5 of 10

Total Weight: 10 L: 15 W: 15 H: 15 Cube: 1.953

Vendor Reference:

Carrier: UNKNOWN CARRIER

Ship Date: 01/17/2018

Submit Reset

Processing Partial Shipments, Continued

Step 2

The FOB Destination Results screen

- displays the Routing Address, and
- assigns a SCN.

 Annotate the Shipment Control Number (SCN).

The FOB Destination Results screen allows you to print Container ID Label if checked.

Click “Submit.”

Note: If an error message is received – research the error to correct (Check the Exception Screen on the mainframe – DPQX (Follow VSM DSS pathway 10-1D)).



DSS / Vendor Shipment Module ADS (A1CAY9)

FOB Destination Results

Routing Addresses

Ship To: N60191 NAVAL AIR STATION OCEANA 983 D AVE BUILDING 720 VIRGINIA BEACH VA 23460-5120	Final Destination: N60191 NAVAL AIR STATION OCEANA 983 D AVE BUILDING 720 VIRGINIA BEACH VA 23460-5120
---	---

Shipments Processed

Shipment Control: 15090500 Transportation Control: N6019100140005XAY Weight: 10 Tracking Number:

MSL Container ID Label Packing List



Processing Partial Shipments, Continued

Step 3

This will process the shipping documents. Check shipping documents for accuracy.

DD FORM 1387, JAN 90

1. TCN N601918014B685XAX		14. DATE 2018017
		11. RDD
3. FROM 1CAY9 ADS 2512 AVIATOR DR VIRGINIA BEACH VA 23453	2. POSTAGE DATA	
5. SHIP TO/POE NAVAL AIR STATION OCEANA 983 D AVE BUILDING 720 VIRGINIA BEACH VA 23460-5120	16. PIECES 00001 OF 00001 	
N60191	8. PROJECT AP5	6. TRANSP PRIORITY 3
7. POD	15. FMS CASE	
9. ULTIMATE CONSIGNEE OR MARK FOR N60191 NAVAL AIR STATION OCEANA 983 D AVE BUILDING 720 VIRGINIA BEACH VA 23460-5120	 N60191	
18. TCMD/SUPPLY INFO 	10. WT/CU THIS PC 10 2	
	4. TYPE SERVICE	
	13. CHARGES	
	CN: 15932508	
	VRN:	
	Spur:	
	CD:	
	ORIGINAL	

PAGE NO. 1 of 1

DSS/VSM PACKING LIST

FROM: 1CAY9 ADS 2512 AVIATOR DR VIRGINIA BEACH VA 23453	SHIP TO: N60191 NAVAL AIR STATION OCEANA 983 D AVE BUILDING 720 VIRGINIA BEACH VA 23460-5120
--	---

CONTRACT NO.	RELEASE NO	CLIN	TCN	IPG	RDD	PROJ
SPB8EJ18F5955		0001	N601918014B685XAX	3		AP5

PIECE NUMBER	NUMBER OF PIECES	NUMBER OF LINES	WEIGHT	CUBE	DATE PACKED	DATE SHIPPED
1	1	1	10	2	2018017	2018017

DOC NO./SUFF	FSC / NIIN / PART NO.	NOUN	QUANTITY	UI
N601918014B685	4240014925720	GOGGLES, INDUSTRIAL	5	EA

*** END OF LIST ***

Processing Partial Shipments, Continued

Step 4

The Military Shipping Label (MSL) is produced by VSM.

If the SHIP TO/POE (Port of Embarkation) (Block 5) and the Ultimate Consignee (Block 9) address is an overseas address – follow directions below but keep in mind, vendor may not be able to ship direct and will need a modification on contract to ship direct via Origin Processing.

Ensure the name and address in Block 3 (FROM) matches the vendor’s name and address.

E-mail the MSLs to the vendor. Copy and save these as Signature Blocks to make it easy to include the correct information on each response.

DD FORM 1367, JAN 90	
1. TCN FB23004305TM03XAX	14. DATE 2014830
3. FROM 12345 DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 540A-5 NEW CUMBERLAND PA 17070 (717-770-8830)	11. ADD
5. SHIP TO/POE FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	16. PIECES 0001 OF 0001
FB2300	8. PROJECT
7. POD	15. PMS CASE
9. ULTIMATE CONSIGNEE OR MARK FOR FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	5. TRANSP PRIORITY 3
18. TCMD/SUPPLY INFO 	10. W/OU THIS PC 15 2
	4. TYPE SERVICE
	13. CHARGES
	CN. 10876218
	VIN:
	Serial:
	CO:
	ORIGINAL

Processing Partial Shipments, Continued

Step 5 (Delivery instructions-VSM DSS)

Follow VSM DSS pathway 60-65 to access the DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.

Input:

- “I” in the “ACTN” field
- “TIN” in the “RIN/TIN ID” field
- “D” in the “PRINT LOC” field
- Information from block 5 of the MSL in the “SHIP TO DODAAC – DODAAC” field.

Note: If there are delivery instructions for a DODAAC, copy and paste these instructions in the body of the e-mail.

```
DPIG          SITE: DPDD  VENDOR SHIPMENT MODULE          PAGE 001
13:04:40      TRANSPORTATION INFORMATION NOTES MAINTENANCE  10SEP2019

ACTN ==> I (I)    RIN/TIN ID ==> TIN    PRINT LOC ==> D (D OR M)
SHIP TO DODAAC ==> W25G1U
***FOR SPECIAL RIN***
RELEASE NUMBER ==>                                SCAC ==>
-----

EMAIL APPOINTMENT REQUESTS TO          PRELODGE@DLA.MIL ASAP
BEFORE THE DESIRED APPOINTMENT TIME    HRS 0600-2230 M-F & 0600-1630 SAT.
ACCESS ROAD OFF ROUTE 114 (OLD YORK     RD) 1 MILE OFF THE PA TURNPIKE &
INTERSTATE 83, EXIT 39. CALL           1-800-307-8496 FOR DIRECTIONS OR
WEATHER RELATED BASE CLOSURES.

LAST UPDATE:  YRE3955    06NOV2015

-----F1=MENU-----F2=NEXT TRANS-----F3=EXIT VSM-----F5=BOOKMARK-----
TRANS CONTINUES                                NEXT TRANS==>
```

Processing Partial Shipments, Continued

Step 5 (Delivery instructions-VSM Web)

Click on “Inquire Rin Tin Sin.”

The screenshot shows the VSM web application interface. The top navigation bar includes 'VSM', 'Main Menu', 'MPO', 'FOB Processing', 'Print', 'Seavan', 'Shipping', 'Inq', 'Reports', 'Excep', 'Main', and 'How To'. A search bar is visible on the left. The 'Inquiry Screens' dropdown menu is open, listing various inquiry options. The option 'Inquire Rin Tin Sin' is highlighted with a red box. Other options include 'Inquire History', 'Inquire Requisition', 'Inquire GFM EDI', 'Inquire NIIN', 'Inquire Customer Profile', 'Inquire APPEXCEP', 'Inquire CUD', 'Inquire Air Commodity', 'Inquire Special Process Tbl', 'Inquire SCN/TCN', 'Inquire SP Tracking Nbr', 'Inquire Hazardous Desc', 'Inquire Events Log', 'Inquire Freight Ship', 'Inquire Purchase Order', 'Inquire 219 EDI', 'Inquire Seavan Rate Tbl', 'Inquire Carrier Profile', 'MRO Tracker', 'Inquire TPS', and 'Inquire Valid Air Channel'. Below the dropdown, there are input fields for 'SIN CODE:', 'DODAAC:', and 'SIN LOC CODE:'. A table with columns 'Sin Cd', 'Dodaac', 'Sin Loc Cd', and 'Text' is shown, but it contains no data. The status bar indicates 'Showing 0 to 0 of 0 entries'.

Delivery instructions will be displayed.

The screenshot shows the VSM web application interface. The top navigation bar is the same as in the previous screenshot. The search bar on the left is populated with 'TIN'. The 'DODAAC:' field contains 'W25G1U' and the 'SIN LOC CODE:' field contains 'D'. The 'Inquiry SNT' table is displayed, showing one entry with the following data:

Sin Cd	Dodaac	Sin Loc Cd	Text
TIN	W25G1U	D	EMAIL APPOINTMENT REQUESTS TO PRELODGE@DLA.MIL ASAP BEFORE THE DESIRED APPOINTMENT TIMEHRS 0600-2230 M-F & 0600-1630 SAT. ACCESS ROAD OFF ROUTE 114 (OLD YORKRD)1 MILE OFF THE PA TURNPIKE & INTERSTATE 83, EXIT 39. CALL 1-800-307-8496 FOR DIRECTIONS OR WEATHER RELATED BASE CLOSURES.

The status bar indicates 'Showing 1 to 1 of 1 entries'. The page title is 'DSS / Vendor Shipment Module' and the vendor name is 'LOCKHEED MARTIN CORP. TEST (A02769)'.

Processing Packed in One

Steps for processing packed in one shipment

Follow the steps below for processing packed in one shipment.

Step	Action
1	<p>Select requisitions to be packed together.</p> <p>Requisitions must have the same “Ship To” and “Ultimate Dest”.</p> <p>Select “All Packed In One.”</p> <p>Click “Submit.”</p> <p><u>Note:</u> If VSM determines that any of the selected purchase orders are NOT compatible with the “All Packed in One” process, the system will prevent the consolidated shipment from being processed.</p>
2	<p>Input the Weight and Dimensions.</p> <p>Change carrier to UNKNOWN CARRIER</p> <p><u>Note:</u> If any of the TCNs are being shipped as a “partial shipment”, the change to the quantity is made on this screen; HOWEVER one must be a Total Quantity in order to combine TCNs.</p> <p>Click “Submit.”</p>
3	<p>The FOB Destination Results screen</p> <ul style="list-style-type: none"> • displays the Routing Address, and • assigns a SCN. <p> Annotate the Shipment Control Number (SCN).</p> <p>Click “Submit.”</p> <p><u>Note:</u> If an error message is received – research the error to correct (Check the Exception Screen on the mainframe – DPQX (Follow VSM DSS pathway 10-1D)).</p> <p>The FOB Destination Results screen allows you to print Container ID Label if checked.</p> <p>Click “Submit.”</p> <p>This will process the shipping documents. Check shipping documents for accuracy.</p>
4	<p>The FOB Destination Results screen allows you to print Container ID Label if checked.</p> <p>Click “Submit.”</p> <p>This will process the shipping documents. Check shipping documents for accuracy.</p>

Processing Packed in One, Continued

Steps for processing packed in one shipment, continued

Follow the steps below for processing packed in one shipment.

Step	Action
5	<p>The Military Shipping Label (MSL) is produced by VSM.</p> <p>If the SHIP TO/POE (Port of Embarkation) (Block 5) and the Ultimate Consignee (Block 9) address is an overseas address – follow directions below but keep in mind, vendor may not be able to ship direct and will need a modification on contract to ship direct via Origin Processing.</p> <p>Ensure the name and address in Block 3 (FROM) matches the vendor’s name and address.</p> <p>When able, e-mail the MSLs to the vendor. Copy and save these as Signature Blocks to make it easy to include the correct information on each response.</p>
6	<p>(Delivery instructions-VSM DSS)</p> <p>Follow VSM DSS pathway 60-65 to access the DFIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.</p> <p>Input:</p> <ul style="list-style-type: none"> • “I” in the “ACTN” field • “TIN” in the “RIN/TIN ID” field • “D” in the “PRINT LOC” field • Information from block 5 of the MSL in the “SHIP TO DODAAC – DODAAC” field. <p><u>Note:</u> If there are delivery instructions for a DODAAC, copy and paste these instructions in the body of the e-mail.</p>
6	<p>(Delivery instructions-VSM Web)</p> <p>Click on “Inquire Rin Tin Sin.”</p> <p>Delivery instructions will be displayed.</p>

Processing Packed in One, Continued

Step 1

Select requisitions to be packed together.

Requisitions must have the same “Ship To” and “Ultimate Dest.”

Select “All Packed In One.”

Click “Submit.”

Note: If VSM determines that any of the selected purchase orders are NOT compatible with the “All Packed in One” process, the system will prevent the consolidated shipment from being processed.

The screenshot displays the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The main area is titled 'Destination Processing For DPDD' and contains a table with the following columns: X, Rise, CLIN, Purchase Order Number, Requisition Number, CDD, IPD, Ship To, Ultimate, Qty Open, and SCN. The table lists three requisitions, with the first two checked. Below the table, there is a checkbox labeled 'All Packed In One' which is highlighted with a red box. A red arrow points to the 'Submit' button at the bottom of the interface. The interface also includes a search bar, filters for RLSE, CLIN, PO, REQ, and IPD, and a 'Ship To' dropdown menu.

X	Rise	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input checked="" type="checkbox"/>		0002	TESTMPOADDEL	FM230072020501		05	FM2300	FM2300	6	
<input checked="" type="checkbox"/>		0001	TESTMPOADDEL	FM23007202TM01		05	FM2300	FM2300	5	
<input type="checkbox"/>		0001	JET0000000345	SW311972000503		05	SW3119	SW3119	2	Partial
<input type="checkbox"/>	PORTCD	0001	SPE3000000000	V2317071990502	2017212	05	000NGU	V23170	1	Past Due

Processing Packed in One, Continued

Step 2

Input the Weight and Dimensions.

Change carrier to UNKNOWN CARRIER

Note: If any of the TCNs are being shipped as a “partial shipment”, the change to the quantity is made on this screen; HOWEVER one must be a Total Quantity in order to combine TCNs.

Click “Submit.”

The screenshot displays the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The main heading is 'FOB Destination - All Packed in One Processing'. Below this is a table with the following data:

Requisition	Processing Type	Quantity	Status
FM230072020501	Partial <input type="button" value="Total"/>	6 of 6	✓ OK
FM23007202TM01	Partial <input type="button" value="Total"/>	5 of 5	✓ OK

Below the table, there are input fields for 'Total Weight: 35', 'Carrier: UNKNOWN CARRIER', 'Vendor Reference', and 'Ship Date: 08/24/2017'. Dimensions are listed as L: 16, W: 16, H: 16, and Cube: 2.37. At the bottom, there are 'Submit' and 'Reset' buttons. A red arrow points to the 'Submit' button. The bottom status bar shows 'Number of records: 2'.

Processing Packed in One, Continued

Step 3

The FOB Destination Results screen

- displays the Routing Address, and
- assigns a SCN.

 Annotate the Shipment Control Number (SCN).

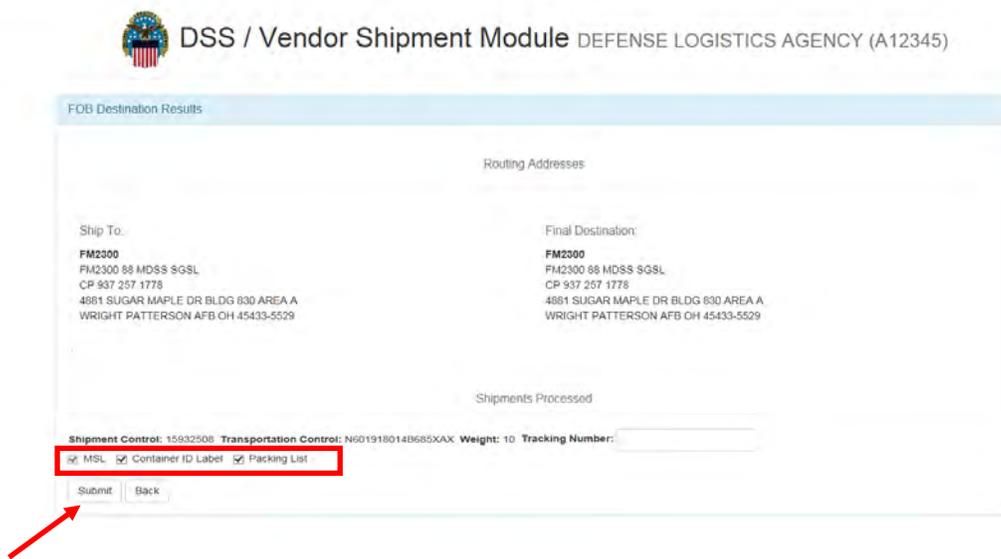
Click “Submit.”

Note: If an error message is received – research the error to correct (Check the Exception Screen on the mainframe – DPQX (Follow VSM DSS pathway 10-1D)).

The FOB Destination Results screen allows you to print Container ID Label if checked.

Click “Submit.”

This will process the shipping documents. Check shipping documents for accuracy.



DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

FOB Destination Results

Routing Addresses

Ship To:
FM2000
FM2300 88 MDSS SGLS
CP 937 257 1778
4881 SUGAR MAPLE DR BLDG 830 AREA A
WRIGHT PATTERSON AFB OH 45433-5529

Final Destination:
FM2000
FM2300 88 MDSS SGLS
CP 937 257 1778
4881 SUGAR MAPLE DR BLDG 830 AREA A
WRIGHT PATTERSON AFB OH 45433-5529

Shipments Processed

Shipment Control: 15932508 Transportation Control: N601918014B685XAX Weight: 10 Tracking Number:

MSL Container ID Label Packing List

Processing Packed in One, Continued

Step 5

The Military Shipping Label (MSL) is produced by VSM.

If the SHIP TO/POE (Port of Embarkation) (Block 5) and the Ultimate Consignee (Block 9) address is an overseas address – follow directions below but keep in mind, vendor may not be able to ship direct and will need a modification on contract to ship direct via Origin Processing.

Ensure the name and address in Block 3 (FROM) matches the vendor’s name and address.

When able, e-mail the MSLs to the vendor. Copy and save these as Signature Blocks to make it easy to include the correct information on each response.

DD FORM 1387, JAN 90	
1. TCN FB23004305TM03XXX	
14. DATE 2014332	
11. PDD	
3. FROM 14042 DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 54BAY-5 NEW CUMBERLAND PA 17070 717-770-8830	
2. POSTAGE DATA	
5. SHIP TO/POE FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	
15. PIECES 00001 OF 00001	
8. PROJECT	
6. TRANSP PRIORITY	
7. POD FB2300	
15. FMS CASE 3	
9. ULTIMATE CONSIGNEE OR MARK FOR FB2300 FB2300 88 MSG LGRS BLDG 257 CP 937 257 2271 5236 CHASE ST WRIGHT PATTERSON AFB OH 45433-5501	
FB2300	
18. TCMD/SUPPLY INFO	
10. WT/CU THIS PC 35 3	
4. TYPE SERVICE	
13. CHARGES	
CN: 10876292	
VRN:	
Spur:	
CD:	
ORIGINAL	

Processing Packed in One, Continued

Step 6 (Delivery instructions-VSM DSS)

Follow VSM DSS pathway 60-65 to access the DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.

Input:

- “I” in the “ACTN” field
- “TIN” in the “RIN/TIN ID” field
- “D” in the “PRINT LOC” field
- Information from block 5 of the MSL in the “SHIP TO DODAAC – DODAAC” field.

Note: If there are delivery instructions for a DODAAC, copy and paste these instructions in the body of the e-mail.

```
DPIG          SITE: DPDD  VENDOR SHIPMENT MODULE          PAGE 001
13:04:40      TRANSPORTATION INFORMATION NOTES MAINTENANCE  10SEP2019

ACTN ==> I (I)    RIN/TIN ID ==> TIN    PRINT LOC ==> D (D OR M)
SHIP TO DODAAC ==> W25G1U
***FOR SPECIAL RIN***
RELEASE NUMBER ==>                                SCAC ==>
-----

EMAIL APPOINTMENT REQUESTS TO          PRELODGE@DLA.MIL ASAP
BEFORE THE DESIRED APPOINTMENT TIME    HRS 0600-2230 M-F & 0600-1630 SAT.
ACCESS ROAD OFF ROUTE 114 (OLD YORK     RD) 1 MILE OFF THE PA TURNPIKE &
INTERSTATE 83, EXIT 39. CALL           1-800-307-8496 FOR DIRECTIONS OR
WEATHER RELATED BASE CLOSURES.

LAST UPDATE:  YRE3955    06NOV2015

-----F1=MENU-----F2=NEXT TRANS-----F3=EXIT VSM-----F5=BOOKMARK-----
TRANS CONTINUES                                NEXT TRANS==>
```

Processing Packed in One, Continued

Step 6 (Delivery instructions-VSM Web)

Click on “Inquire Rin Tin Sin.”

The screenshot shows the VSM web application interface. The top navigation bar includes 'VSM', 'Main Menu', 'MPO', 'FOB Processing', 'Print', 'Seavan', 'Shipping', 'Inq', 'Reports', 'Excep', 'Maint', and 'How To'. A search bar is visible on the left. The 'Inquiry Screens' dropdown menu is open, listing various inquiry options. The option 'Inquire Rin Tin Sin' is highlighted with a red rectangular box. Other options include 'Inquire History', 'Inquire Requisition', 'Inquire GFM EDI', 'Inquire NIIN', 'Inquire Customer Profile', 'Inquire APPEXCEP', 'Inquire CUD', 'Inquire Air Commodity', 'Inquire Special Process Tbl', 'Inquire SCN/TCN', 'Inquire SP Tracking Nbr', 'Inquire Hazardous Desc', 'Inquire Events Log', 'Inquire Freight Ship', 'Inquire Purchase Order', 'Inquire 219 EDI', 'Inquire Seavan Rate Tbl', 'Inquire Carrier Profile', 'MRO Tracker', 'Inquire TPS', and 'Inquire Valid Air Channel'. Below the dropdown, there are input fields for 'SIN CODE:', 'DODAAC:', and 'SIN LOC CODE:'. A table with columns 'Sin Cd', 'Dodaac', 'Sin Loc Cd', and 'Text' is shown, but it contains no data. The status bar indicates 'Showing 0 to 0 of 0 entries'.

Delivery instructions will be displayed.

The screenshot shows the VSM web application interface after clicking on 'Inquire Rin Tin Sin'. The top navigation bar is the same as in the previous screenshot. The search bar on the left now contains 'TIN'. The 'DODAAC:' field contains 'W25G1U' and the 'SIN LOC CODE:' field contains 'D'. The main content area displays the 'DSS / Vendor Shipment Module' for 'LOCKHEED MARTIN CORP. TEST (A02769)'. Below this, the 'Inquiry SNT' table is shown with one entry. The status bar indicates 'Showing 1 to 1 of 1 entries'.

Sin Cd	Dodaac	Sin Loc Cd	Text
TIN	W25G1U	D	EMAIL APPOINTMENT REQUESTS TO PRELODGE@DLA.MIL ASAP BEFORE THE DESIRED APPOINTMENT TIMEHRS 0600-2230 M-F & 0600-1630 SAT. ACCESS ROAD OFF ROUTE 114 (OLD YORKRD)1 MILE OFF THE PA TURNPIKE & INTERSTATE 83, EXIT 39. CALL 1-800-307-8496 FOR DIRECTIONS OR WEATHER RELATED BASE CLOSURES.

OCONUS and FACTS

Introduction

The MSL is a TP1 or TP2 and has an overseas ultimate consignee (Block 9).

The shipment must be offered to the Air Clearance Authority (ACA) using Financial and Air Clearance Transportation System (FACTS) prior to forwarding the MSL to the vendor.

VSM normally transmits data electronically to FACTS.

Validate VSM transmitted to FACTS.

FACTS web site: <https://mzc.csd.disa.mil/FACTS>

Reference: FACTS Desk Guides.

DD FORM 1387, JAN 90

1. TCN W91NPT80220510XXX		14. DATE 2008072
		11. RDD 999
3. FROM 1SC69 IBIS TEK LLC 812 PITTSBURGH ROAD BUTLER PA 16002 724-431-3075	2. POSTAGE DATA	
5. SHIP TO/POE 00DDOV FY9125 436 APS TRTW INTRANSIT CRGO BLDG 550 CP 302 677 4390 560 ATLANTIC AVE DOVER AFB DE 19902-5061	16. PIECES 00001 OF 00001 	
7. POD SDA IRAQ	8. PROJECT 9GJ	6. TRANSP PRIORITY 1
9. ULTIMATE CONSIGNEE OR MARK FOR W91YSX 0003 HQ HHC A DIV ASB 2 OIF AWCFS SF CAMP STRYKER BAGHDAD IQ IRAQ	 W91YSX	
18. TCMD/SUPPLY INFO 	10. WT/CU THIS PC 765 132	
	4. TYPE SERVICE	
	13. CHARGES	
	CN: 02631406	
	VRN: 28087	
	Spur:	
	CD:	
	REPRINT	

OCONUS and FACTS, Continued

FACTS

FACTS shows how to ship the TCN and ensures MSL routes freight the way FACTS releases the shipment.

FACTS web site: <https://mzc.csd.disa.mil/FACTS/>



FACTS STATUS CODES

Code	Definition
CHL	Shipment being challenged – cannot supply MSL to vendor until ACA releases shipment.
AIR	Shipment released to ship via air thru the DTS – APOE (Aerial Port of Embarkation).
DIV	Shipment released to ship surface thru the DTS – SPOE (Surface Port of Embarkation).
CPA	Shipment released to ship via air to a CCP (Consolidation and Containerization Point) for air pallet consolidation.
CPS	Shipment released to ship via surface to a CCP for surface container consolidation.

Foreign Military Sales and eDAASINQ

Requisition/Transportation Control Numbers (TCN)

Requisition/TCN numbers will begin with:

- B—Army
- D—Air Force
- P—Navy
- K—Marine Corps
- T—DLA/DLA Disposition Services

Implementing Agency (IA) POCs

The list below identifies the IA POCs.

IMPLEMENTING AGENCY (IA) POINTS OF CONTACTS		(as of) 22 Jul 19
U.S. ARMY SECURITY ASSISTANCE COMMAND (USASAC) New Cumberland, Pennsylvania DSN 771- Commercial (717) 770- GROUP EMAIL: usarmy.belvoir.usasac.list.po-t@mail.mil		
CENTCOM Barry Johnson-ext 6843 Barry.L.Johnson14.civ@mail.mil	BRANCH CHIEF Fran Mutschler - ext 4832 Frances.J.Mutschler.civ@mail.mil	PACOM-SOUTHCOM Laura Henzy-ext7050 Laura.E.Henzy.civ@mail.mil
EUCOM-AFRICOM Rachelle Warner – ext 4590 Rachelle.E.Warner.civ@mail.mil	MAPAD/US BANK FPS Rachelle Warner – ext 4590 Rachelle.E.Warner.civ@mail.mil	FAX – ext. 4443
NAVY INVENTORY CONTROL POINT (NAVICP) Philadelphia, Pennsylvania DSN 442- Commercial (215) 697- GROUP EMAIL: transport.wssn52.fct@navy.mil		
Trans Division Head Tony Whiting – ext. 1340 Anthony.R.Whiting@navy.mil	Faye Richardson - ext 1155 Faydonia.Richardson@navy.mil	Comfort Tsikiwa – ext 3060 Comfort.tsikiwa@navy.mil
Vacancy– ext. 5103	Vacancy – ext. 5019	FAX – ext 5026

Foreign Military Sales and eDAASINQ, Continued

Implementing Agency (IA) POCs, continued

The list below identifies the IA POCs.

<p><i>AIR FORCE SECURITY ASSISTANCE CENTER (AFSAC)</i> Wright-Patterson AFB, Ohio DSN 672- Commercial (937) 522- FAX (937) 257-1207 GROUP EMAIL: AFSAC.Transportation@us.af.mil</p>		
<p>TRAINEE Jason Anderson – ext 6564 jason.anderson.68@us.af.mil</p>	<p>LEAD Tammy Dresbach – ext 6571 tamara.dresbach@us.af.mil</p>	<p>EUCOM/SOUTHCOM Lindsay Wiseman - ext 6565 lindsay.wiseman@us.af.mil</p>
<p>CENTCOM/INDO-PACOM Paul Taylor - ext 6570 paul.taylor.26@us.af.mil</p>	<p>NORTHCOM/AFRICOM Kerry Langen – 713-2173 kerry.langen.1@us.af.mil</p>	<p>Transportation Security Zack Kidwell – 713-2168 zackary.kidwell.1@us.af.mil</p>
<p><i>DLA DISPOSITION SERVICES (FORMERLY DRMS)</i> Battle Creek, Michigan DSN 661- Commercial (269) 961-</p>		
<p>EUCOM/CENTCOM/AFRICO M Pete Beronja - ext 4797 Peter.Beronja@dla.mil</p>	<p>NORTHCOM/SOUTHCOM/PACOM Kelly Cuel - ext 5142 kelly.cuel@dla.mil</p>	<p>Tim Aplin - ext 5169 Timothy.Aplin@dla.mil</p>
<p>Ron Carr - ext 5117 Ronald.carr@dla.mil</p>		<p>FAX - ext 4213</p>
<p>***If the First Position of a requisition number/Transportation Control Number (TCN) is:</p>		
<p>(B) → Call the (ARMY) POC</p>	<p>(D) → Call the (Air Force) POC</p>	
<p>(P or K) → Call the (NAVY) POC</p>	<p>(T) → Call the (DLA) POC</p>	

Foreign Customer Service Code

The Foreign Customer Service Code located in the first position of the Supplementary Address Field of an FMS requisition/materiel release order (r.p. 45-50 in MILSTRIP format) has no effect on which U.S. Service sponsors the requisition.

Foreign Military Sales and eDAASINQ, Continued

Transportation and Traffic Operations Manual (USASAC)

Transportation Agents should have a copy of “Transportation and Traffic Operations.”

Pages of Importance:

Page 14—Identifies codes within the requisition number.

Page 16—Identifies codes within the Supplementary Address.

Pages 44–50—NOA (Notice of Availability) requirements.

Note: VSM does not systematically create NOA’s. They must be manually prepared.

Pages 70–73—Definitions of Delivery Term Codes.

Steps for processing FMS in eDAASINQ

Follow the steps below for processing FMS in eDAASINQ.

Step	Action
1	Follow VSM DSS pathway 30-3Z to access the DPI1 (REQUISITION RECORD INQUIRY) screen to display the “SHIP TO DODAAC.”
2	Go to the following website to access the DLA Transaction Services Web Portal: https://www.transactionservices.dla.mil/daasing/warning.asp
3	Click “Accept.”
4	Click on “MAPAC.”
5	Input the SHIP TO DODAAC in the “MAPAC Query.” Click “Submit.”
6	View Results. The SHIP TO address is the Type Address Code (TAC) 2 Address.
7	If there are two TAC 2 addresses (as in the example used), the address closest to the vendor’s location is input into the ADPF (LOAD & MAINTAIN EXCEPTION ADDRESS DATA) screen. (VSM DSS pathway 30-3Q.)

Foreign Military Sales and eDAASINQ, Continued

Step 1

Follow VSM DSS pathway 30-3Z to access the DPI1 (REQUISITION RECORD INQUIRY) screen to display the “SHIP TO DODAAC.”

```

DPI1          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
14:03:32          REQUISITION RECORD INQUIRY          10SEP2019
-----
REQUISITION =====> W80BTZ82220144
-----
SHIP FROM DODAAC =====> A02769          CAGE =====> 02769
SHIP TO DODAAC =====> W80BTZ          RIC FROM =====> SMS
ULTIMATE CONSIGNEE =====> W80BTZ          IPD =====> 12
SUPPLEMENTARY ADDRESS =>          RDD =====> 245
NIIN/PART NUMBER =====> 003591162          UNIT OF ISSUE => EA
QUANTITY ORDERED =====>          7          PROJECT CODE ==>
QUANTITY OPEN =====>          7          CDD =====> 16AUG2018
DATE RECEIVED =====> 10AUG2018          CREATED CODE ==> S
DATE CLOSED =====>          EPC IND =====> N
PURCHASE ORDER NBR =====> SPE7M118F5S51          ACF TYPE VENDOR> N
RELEASE NUMBER =====>          TCN =====>
CLIN =====> 0001          QTY SHIPPED ==> 0
-----
F1=MENU-----F2=NEXT TRANS-----F3=EXIT VSM-----F5=BOOKMARK-----F6=TCN-----
-----F7/8=PAGE B/F-----F10=HELP-----
THIS IS THE ONLY SCREEN          I
TRANS CONTINUES          NEXT TRANS==>
    
```

Foreign Military Sales and eDAASINQ, Continued

Step 2

Go to the following website to access the DLA Transaction Services Web Portal:

<https://www.transactionservices.dla.mil/daasinq/warning.asp>

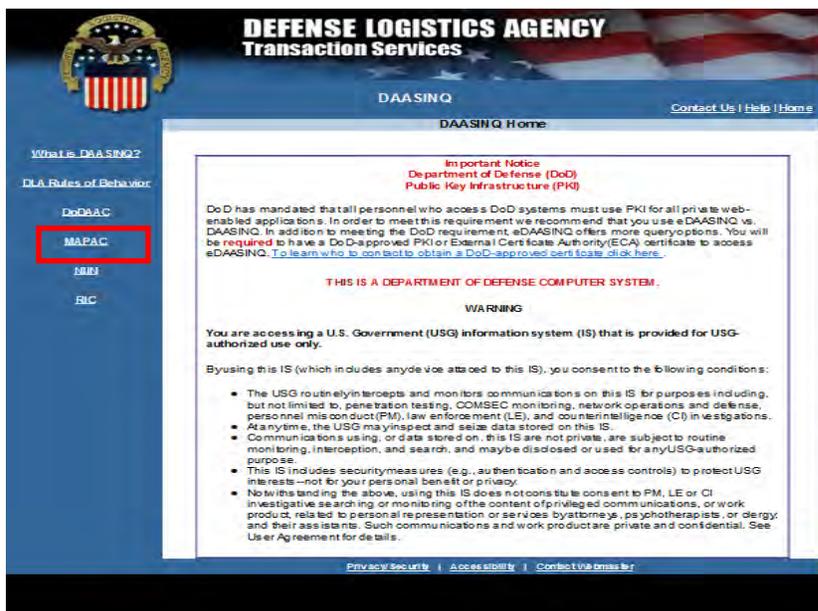
Step 3

Click “Accept.”



Step 4

Click on “MAPAC.”



Foreign Military Sales and eDAASINQ, Continued

Step 5

Input the SHIP TO DODAAC in the “MAPAC Query.”

Click “Submit.”



Step 6

View Results.

The SHIP TO address is the Type Address Code (TAC) 2 Address.

MAPAC: BKS003		3 / 11	
MAPAC Information			
TAC: 2	TAC SEQ: 1	FFLC: 1	EFF Date: 12/11/2018
AF: F	SII: A	CHG NO: 8207	DEL Date:
WPOD:	APOD:	CONUS/OCONUS: C	
Last Validated By: RACHELLE WARNER		Date Last Validated: 12/11/2018	
Country Reps and/or Special Instructions			Create Date:
Address Information (FREE FORM SET)			
<ul style="list-style-type: none"> • CJ LOGISTICS USA CORPORATION • POC TONY CHON TEL 201-863-7505 • 901 CASTLE ROAD • SECAUCUS NJ 07094-1635 • 			
City: SECAUCUS		ZIP: 07094-1635	IPC ZIP:
State Name: New Jersey		State A/N NJ/ 34	
Country Name: UNITED STATES			
GENC CC: US / USA			
MAPAC Country: KOREA, SOUTH		GENC CC: KR/ KOR	
POC Information			
Organization:		FMS Case Number: ARMY FMS CASE	
Phone 1: 201 863 7505	Ext 1:	Phone 2:	Ext 2:
Fax 1:		Fax 2:	
Email:			
US Sponsor Service: B - ARMY			COMMRI:

Foreign Military Sales and eDAASINQ, Continued

Step 7

If there are two TAC 2 addresses, the address closest to the vendor’s location is input into the ADPF (LOAD & MAINTAIN EXCEPTION ADDRESS DATA) screen. (Follow VSM DSS pathway 30-3Q.)

```

ADPF      SITE: DPDD      VENDOR SHIPMENT MODULE      WK:      PAGE 001
14:36:00      LOAD & MAINTAIN EXCEPTION ADDRESS DATA      10SEP2019
-----
ACTION => _ (A,C,D)      RQSTN NBR =====> _____      OR
DODAAC/TAC/FFLC => _____
-----
ADDRESS LINES FOR TAC/FFLC =>      SHOWING TAC/FFLC =>
=> _____ =>
=> _____ =>
=> _____ =>
=> _____ =>
=> _____ =>
=> _____ =>
>----- F7 BWD ----- F8 FWD -----<
CITY => _____      STATE => _____      ZIP => _____      CNTRY => _____
IPC ZIP => _____      POE ==> _____      POD => _____      PORT BYPASS ==> _____
USERID => _____      DT LST UPD => _____      PGM ID => _____
-----
-- F1=MENU -- F2=NEXT TRANS -- F3=EXIT -- F5=BOOKMARK -- F10=HELP --
NEXT TRANS==> _____
    
```

This is the Freight Forwarders address – this location is responsible for shipping freight to the ultimate destination (Block 9 of the MSL).

Review the ultimate consignee/mark for DODAAC.

DEFENSE LOGISTICS AGENCY
Defense Automatic Addressing System

DAASC Inquiry System (DAASINQ) [Contact Us](#) | [Help](#) | [Home](#)

What is DAASINQ?

MAPAC

MAPAC Query Search Results

Records 1 to 1 of 1 displaying

MAPAC: DKS09 1 / 1

MAPAC Information

TAC: M	TAC SEQ:	FPLC: 0	EFF Date: 06/04/2018
AR: F	SI:	CHG NO: 8099	DEL Date:
WPOD:	APOD:	CONUS/OCONUS: 0	
Last Validated By:	Country Spec and/or Special Instructions		Date Last Validated: 02/05/2015
			Create Date:

Address Information (FREE FORM SET)

- ROKAF LC CONSOLIDATED SUPPLY DEPOT
- 401ST MATERIEL MANAGEMENT SQ (ADRCN)
- PO BOX 304-130 352 AH-YANG RD
- DONG GU DAEGU REPUBLIC OF KOREA
- 41052 TEL 82-53-969-1765

City: DONG GU DAEGU ZIP: _____ IPC ZIP: 701-799
 State Name: _____ State AIN / _____
 Country Name: KOREA SOUTH
 GENC CC: KR / KOR
 MAPAC Country: KOREA SOUTH GENC CC: KR: KOR

POC Information

Organization: _____ PMS Case Number: _____
 Phone 1: _____ Ext 1: _____ Phone 2: _____ Ext 2: _____
 Fax 1: _____ Fax 2: _____
 Email: _____
 US Sponsor Service: D - AIRFORCE COMMRI: _____

Records 1 to 1 of 1 displaying

[Privacy/Security](#) | [Accessibility](#) | [Contact Webmaster](#)

Foreign Military Sales and eDAASINQ, Continued

TAC M address

The TAC M address is the address that appears in Block 9 of the MSL.

Process request in VSM.

The last 3 positions of the Supplemental DODAAC is the FMS Case Number – the FMS Case number appears in Block 15 of the MSL for example, DA7KCS.

DD FORM 1387, JAN 90

1. TCN DKSH5V72910862XXX		14. DATE 2007339
		11. RDD A02
3. FROM 0C803 WYVERN TECHNOLOGIES, INC. 1205 EAST WARNER AVE. SANTA ANA , CA 927055431	2. POSTAGE DATA	
5. SHIP TO/POE DKS007 SUNJIN SHIPPING USA INC TEL 310 856 2882 860 EAST WALNUT STREET CARSON CA 90746 1215	16. PIECES 00001 OF 00001 	
7. POD	8. PROJECT	6. TRANSP PRIORITY 2
9. ULTIMATE CONSIGNEE OR MARK FOR DKSH00 ROK AF DEPOT TAEJU KOREA	15. FMS CASE KCS	
18. TCMD/SUPPLY INFO 	10. WT/CU THIS PC 4.0 1.0	
	4. TYPE SERVICE	
	13. CHARGES	
	CN: 02412338	
	VRN:	
	Spur:	

Foreign Military Sales and eDAASINQ, Continued

Notice of Availability (DD Form 1348-5)

NOA (Notice of Availability) must be sent for oversized, overweight or Hazardous shipments.

Note: NOA response can take a maximum of 45 days. However, the shipment not be released until a response from the proper NOA addressee is received.

- If a NOA response is not received within 15 calendar days of the NOA date, the shipping activity will send a second NOA to the designated NOA recipient using the same TCN.
- The second NOA will be annotated with the number 2 in the NOA “Notice Number” field to denote the second communication of the NOA and to indicate that release has been delayed due to non-response to the original NOA. Two copies of the annotated DD Form 1348-5 (Notice of Availability/Shipment), together with the applicable DD Form(s) 1348-1A, DD Form(s) 250, or DD Form(s) 1149 will be held as a record of the non-response to the original NOA.
- If no response is received within 15 calendar days of the second NOA, a third NOA will be sent with the number 3 in the NOA “Notice Number” field to indicate that release continues to be delayed due to non-response to the original and second NOAs. File copies will be updated to reflect the non-response and submission of a second follow-up. Simultaneous with the second follow-up, the appropriate International Logistics Control Office (ILCO) will be contacted (offline) for assistance and follow-up action to obtain the NOA response. Upon receipt of the offline contact from the shipping activity, the ILCO will intervene, on behalf of the shipping activity, to obtain a response to the NOA so the open shipment action can be closed.

Foreign Military Sales and eDAASINQ, Continued

Notice of Availability (DD Form 1348-5), continued

NOTICE OF AVAILABILITY/SHIPMENT		FROM (Issuing Activity's complete name and address) Defense Distribution Center DDC-14/5, Supply Chain Transportation -M Avenue, Building 54-5 New Cumberland, PA 17070 Phone: 1-800-456-5507 Fax: 717-770-2701											
		FOR (Name of Country)											
NUMBER OF LINE ITEM(S) IDENTIFIED ON ACCOMPANYING DD FORM(S) 250/1348-1		<table border="1"> <tr> <td>NOTICE NUMBER</td> <td>CASE NO.</td> <td>TYPE PACK</td> <td>PIECES</td> <td>WEIGHT (Lbs)</td> <td>CUBE</td> <td>SECURITY CLASSIFICATION</td> </tr> </table>					NOTICE NUMBER	CASE NO.	TYPE PACK	PIECES	WEIGHT (Lbs)	CUBE	SECURITY CLASSIFICATION
NOTICE NUMBER	CASE NO.	TYPE PACK	PIECES	WEIGHT (Lbs)	CUBE	SECURITY CLASSIFICATION							
AMMUNITION/EXPLOSIVES CLASS		EXTREME DIMENSIONS/WEIGHT											
		WEIGHT (Lbs)	LENGTH (Feet)	WIDTH (Feet)	HEIGHT (Feet)								
TO BE COMPLETED BY ADDRESSEE (Press hard when writing)													
1. After completion detach both copies - retain Copy 2 for your records.				2. Fold Copy 3, place in envelope and mail at once to the Issuing Activity's address.									
CONSIGNEE TO (Enter the complete name and address of Consignee)													
NAME			STREET										
CITY			STATE (Include ZIP Code)										
OTHER INFORMATION													
<div style="display: flex; justify-content: center; align-items: center;"> ADDRESSEE → <div style="border: 1px solid black; width: 150px; height: 50px; margin-left: 20px;"></div> </div>													

DD FORM 1348-5, II IN 69 (FF)

FMS shipments NOT shipped to a Freight Forwarder

MS shipments NOT shipped to a Freight Forwarder include:

1. Shipments to Canada.
2. Shipments direct to overseas country.
3. Shipments through DTS (Defense Transportation System).

These FMS shipments require that the Automated Commercial Export (ACE) be completed – instructions covered under separate process.

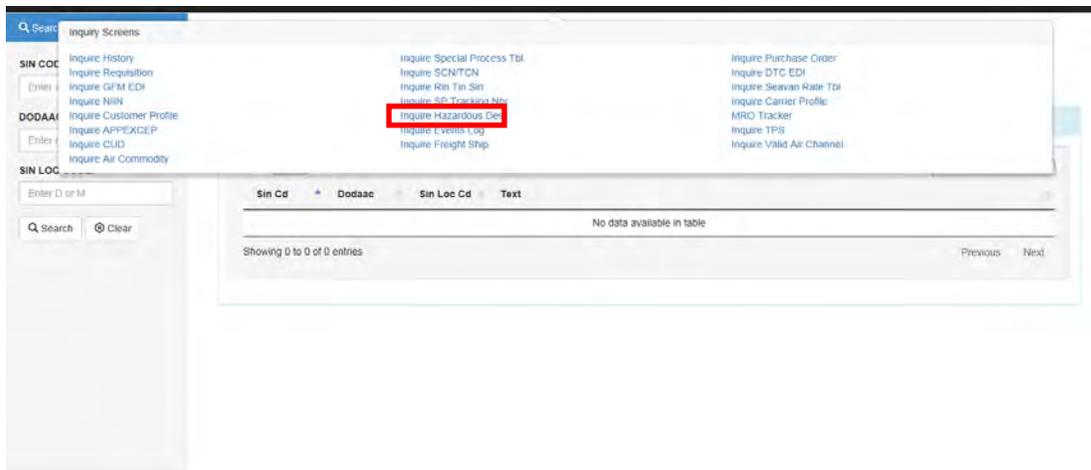
If a vendor cannot ship into Canada or direct to overseas country – the contract MUST be (modified to) FOB Origin – arrange transportation - instructions covered under separate process.

RIN, SIN, and TIN

Introduction

Instead of going to the

- DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen (VSM DSS pathway 60-65), or
- Transportation Facility Guide (TFG), within VSM (pathway Report/Queries->Queries->Inquire SNT) (see screen below), the following are available:
- Routing Instructions Notes (RIN)
- Shipping Instructions Notes (SIN)
- Transportation Instruction Notes (TIN)



RIN, SIN, and TIN. Continued

Four ways to run a query

To use this query, see screens below. There are four ways to run a query for information required.

Search 1-Input DODAAC

Input DODAAC.

Click Search.

Query provides SIN Code and SIN LOC Code.

Q Search

SIN CODE:
Enter a 3 Character Cd

DODAAC:
0001MJ

SIN LOC CODE:
Enter D or M

Q Search Clear

DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

Inquiry SNT

Show 10 entries Search:

Sin Cd	Dodaac	Sin Loc Cd	Text
TIN	0001MJ	D	APPOINTMENTS ARE REQUIRED 24 HOURS IN ADVANCE. SDDC APPROVED CARRIERS ARE TO MAKE APPOINTMENTS VIA CAS (CARRIER APPOINTMENT SYSTEM). IF THEY ARE UNABLE TO MAKE APPOINTMENTVIA CAS THEY MUST CALL 757-341-5817 OR 5818

Showing 1 to 1 of 1 entries Previous 1 Next

RIN, SIN, and TIN. Continued

Search 2-Input SINS and TINs

Input SIN or TIN.

Click Search.

Results are provided; however, notice how the small scroll bar is, indicating a long list.

DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

Inquiry SNT

Show 10 entries

Sin Cd	Dodaac	Sin Loc Cd	Text
TIN		D	POC'S: JANET SMOLIC 520-228-8811 THE END OF THE DIRT ROAD AND HUDSONVALLEY FRITZ IS ON THE LEFT SIDE. PARK OUTSIDE THE GATE AND THE GUYS IN THE SCALE HOUSE WILL WAVE THEM IN. OR FORRIST RICHARDSON 520-228-8337. DELIVERY INSTRUCTIONS: I-10 TO EXIT270 KOLB RD EXIT. GO NORTH TO VALENCIA ABOUT 1 MILE AND TAKE 3RD RIGHT ON WILMOT RD. GO TO END OF THE DIRT ROAD AND RIGHT BEFORE THE DEAD END WHRE THE GATE IS. TAKE A RIGHT ON DREXEL. GO DOWN TO ALMOST
TIN	AY5181	D	DIRECTIONS: CONTINUE ON US-60W TOWARDS MELROSE, NM. PRIOR TO ENTERING TOWN, TURN LEFT ONTO NM 267. CONTINUE FOR 9.4 MILES, TURN RIGHT ONTO SUNDALE VALLEY ROAD. CONTINUE STRAIGHT FOR 3.5 MILES UNTIL ARRIVE AT MAIN GATE. SIGN IN AT MAIN GATE AND FOLLOW PROVIDED ESCORT TO DROP OFF POINT.
TIN	AY5181	M	DELIVERY INSTRUCTIONS: CALL 1 HOUR PRIOR TO ARRIVAL, CONTACT RANGE CONTROL AT 575-904-5582. CHECK IN AT ENTRY CONTROL POINT AND ACQUIRE ESCORT TO DELIVERY LOCATION
TIN	BGR002	M	CARRIER TO CALL IKAROS TRANSPORT CORP AT 516 887 5262 AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE DELIVERY APPOINTMENT.
TIN	BGR006	M	CARRIER TO CALL IKAROS TRANSPORT CORP AT 516 887 5262 AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE DELIVERY APPOINTMENT.
TIN	DGR003	M	CARRIER TO CALL IKAROS TRANSPORT CORP AT 516 887 5262 AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE DELIVERY APPOINTMENT.
TIN	DGR005	M	CARRIER TO CALL IKAROS TRANSPORT CORP AT 516 887 5262 AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE DELIVERY APPOINTMENT.
TIN	FB2029	M	APPOINTMENTS CAN ONLY BE CHANGED BYCALLING 800-468-8289. NO ONE ELSE IS AUTHORIZED TO CHANGE APPT TIMES PICKUP & DELIVERY SITES CAN CONFIRMOR CLARIFY DRIVING DIRECTIONS
TIN	FB2039	D	ALL COMMERCIAL TRUCKS MUST ENTER THROUGH GATE 33. TAKE I-240 TO S. AIR DEPOT BLVD EX 9, NORTH TO SE 59TH ST, TR TO GATE. CALL 405-739-2488 IN ADVANCE FOR APPOINTMENT.
TIN	FB2065	D	NORMAL RECEIVING HRS 0730-1330 M-F. ALL COMMERCIAL TRUCKS MUST ENTER THROUGH GATE 4 VIA HWY 247.

Showing 1 to 10 of 468 entries

Previous 1 2 3 4 5 47 Next

RIN, SIN, and TIN. Continued

Search 3-Input SIN LOC CODE

Input code for “SIN LOC CODE” query.

Note: Codes “D” or “M” are the only available codes.

Click Search.

A long list of results is provided.

The screenshot displays the 'DSS / Vendor Shipment Module' search interface. On the left, the search criteria are: SIN CODE (empty), DODAAC (empty), and SIN LOC CODE (D). A red box highlights the SIN LOC CODE field and the Search button. A red arrow points to the Search button. The main area shows the 'Inquiry SNT' results table with columns for Sin Cd, Dodaac, Sin Loc Cd, and Text. The results list various codes and their corresponding descriptions.

Sin Cd	Dodaac	Sin Loc Cd	Text
000		D	EXCLUSIVE USE OF VEHICLE/DROMMEDARYCONSIGNOR AND CONSIGEE. REQUESTED BY GOVERNMENT. DO NOT BREAK SEALS EXCEPT IN CASE OF EMERGENCY OR UPON PRIOR APPROVAL OF THE CONSIGNOR OR CONSIGEE. IF FOUND BROKEN OR IF BROKEN FOR EMERGENCY REASONS, CARRIER TO APPLY SEALS AS SOON AS POSSIBLE AND IMMEDIATELY NOTIFY BOTH THE.
101		D	THIS US GOVERNMENT SHIPMENT IS SUBJECT TO THE TERMS AND CONDITIONS LISTED IN 41 CFR 102-117, TRANSPORTATION MANAGEMENT, AND 41 CFR 102-118, TRANSPORTATION PAYMENT AND AUDIT.
102		D	SECURITY ESCORT VEHICLE SERVICE REQUESTED.
103		D	FOR IN-TRANSIT EMERGENCIES INVOLVIN4696, ASK FOR "WATCH OFFICER". THENFOR SECURE HOLDING AND OTHER NOTIFICATION CALL DTTS AT (800) 828-0794.FOR RADIOACTIVE MATERIAL ONLY, CALL (800) 424-8802 G DOD GENERAL HAZARDOUS MATERIAL SHIPMENTS (EXCLUDING EXPLOSIVES) CONTACT DEFENSE LOGISTICS AGENCY HOTLINE, 1-800 851 8061. FOR EXPLOSIVE SHIPMENTS CONTACT THE ARMY OPERATIONS CENTER (AOC) FOR MILITARY ORDNANCE, COLLECT 703-695-4695/4696 AND DSN 225-4695/
104		D	DUAL DRIVER PROTECTIVE SERVICE (DOPRANCE, SIGNATURE AND TALLY RECORD (DD FORM 1907) FURNISHED TO CARRIER.) REQUESTED. BOTH DRIVERS MUST POSSESS OR BE IN THE PROCESS OF OBTAINING A SECRET CLEARANCE. ONE DRIVER MUST POSSESS AN INTERIM OR FINAL SECRET CLEARANCE AND THE SECOND DRIVER WILL HAVE SUBMITTED AN E-QIP THROUGH DSS AND NOT HAVE BEEN PREVIOUSLY DENIED A FINAL CLEA.
105		D	USE OF SIGNATURE AND TALLY RECORD REQUESTED. DD FORM 1907 FURNISHED TOCARRIER.
107		D	MOVE SHIPMENT BY DOOR-TO-DOOR TRAILER-ON-FLATCAR (TOFC) SERVICE.
109		D	CARRIER TO LOAD AND UNLOAD.
110		D	LOADING PERFORMED BY ("CARRIER" OR "SHIPPER"); UNLOADING PERFORMED BY ("CARRIER" OR "CONSIGNEE", AS APPROPRIATE).
111		D	SHIPPER TO LOAD CONSIGNEE TO UNLOAD. DOES NOT APPLY TO TOW AWAY SHIPMENTS.

RIN, SIN, and TIN. Continued

Search 4-Search criteria field blank

Leave search criteria fields blank.

Click Search.

The screenshot displays the DSS / Vendor Shipment Module interface for the Defense Logistics Agency (A12345). On the left, there are search criteria fields: SIN CODE (3 characters), DODAAC (destination), and SIN LOC CODE (D or M). Each field has a corresponding Search and Clear button. A red arrow points to the Search button for the SIN LOC CODE field. The main area shows an 'Inquiry SNT' table with columns for Sin Cd, Dodaac, Sin Loc Cd, and Text. The table lists 11 entries, each with a unique SIN code and a description of the shipment service. At the bottom, there is a pagination control showing 'Showing 1 to 10 of 547 entries' and a 'Previous' button followed by page numbers 1 through 55 and a 'Next' button.

Sin Cd	Dodaac	Sin Loc Cd	Text
000		D	EXCLUSIVE USE OF VEHICLE/DROMMEDARYCONSIGNOR AND CONSIGEE. REQUESTED BY GOVERNMENT. DO NOT BREAK SEALS EXCEPT IN CASE OF EMERGENCY OR UPON PRIOR APPROVAL OF THE CONSIGNOR OR CONSIGEE. IF FOUND BROKEN OR IF BROKEN FOR EMERGENCY REASONS, CARRIER TO APPLY SEALS AS SOON AS POSSIBLE AND IMMEDIATELY NOTIFY BOTH THE
101		D	THIS US GOVERNMENT SHIPMENT IS SUBJECT TO THE TERMS AND CONDITIONS LISTED IN 41 CFR 102-117, TRANSPORTATION MANAGEMENT, AND 41 CFR 102-118, TRANSPORTATION PAYMENT AND AUDIT.
102		D	SECURITY ESCORT VEHICLE SERVICE REQUESTED.
103		D	FOR IN-TRANSIT EMERGENCIES INVOLVIN4696. ASK FOR "WATCH OFFICER". THENFOR SECURE HOLDING AND OTHER NOTIFICATION CALL DTTTS AT (800) 626-0794 FOR RADIOACTIVE MATERIAL ONLY. CALL (800) 424-8802 G DOD GENERAL HAZARDOUS MATERIAL SHIPMENTS (EXCLUDING EXPLOSIVES) CONTACT DEFENSE LOGISTICS AGENCY HOTLINE, 1-800-851-8061. FOR EXPLOSIVE SHIPMENTS CONTACT THE ARMY OPERATIONS CENTER (AOC) FOR MILITARY ORDNANCE, COLLECT 703-695-4695/4696 AND DSN 225-4695/
104		D	DUAL DRIVER PROTECTIVE SERVICE (DDPRANCE. SIGNATURE AND TALLY RECORD (DD FORM 1907) FURNISHED TO CARRIER.) REQUESTED. BOTH DRIVERS MUST POSSESS OR BE IN THE PROCESS OF OBTAINING A SECRET CLEARANCE. ONE DRIVER MUST POSSESS AN INTERIM OR FINAL SECRET CLEARANCE AND THE SECOND DRIVER WILL HAVE SUBMITTED AN E-QIP THROUGH DSS AND NOT HAVE BEEN PREVIOUSLY DENIED A FINAL CLEA.
105		D	USE OF SIGNATURE AND TALLY RECORD REQUESTED. DD FORM 1907 FURNISHED TOCARRIER.
107		D	MOVE SHIPMENT BY DOOR-TO-DOOR TRAILER-ON-FLATCAR (TOFC) SERVICE.
109		D	CARRIER TO LOAD AND UNLOAD.
110		D	LOADING PERFORMED BY ("CARRIER" OR "SHIPPER"), UNLOADING PERFORMED BY ("CARRIER" OR "CONSIGNEE", AS APPROPRIATE).
111		D	SHIPPER TO LOAD, CONSIGNEE TO UNLOAD. DOES NOT APPLY TO TOW AWAY SHIPMENTS.

Module 5

Freight on Board Origin Processing

Overview

Introduction

This module will outline the following procedures:

- Processing Small Parcel (Origin)
- Processing Small Parcel Exceptions (Origin)
- Processing Small Parcel Replanning (Origin)
- Processing Freight (Truckload or Less than Truckload) using 3PL Carriers
- Processing Multi-Piece Freight
- Processing MPO with Quantity Variances
- Processing All Packed in One
- Building a Release

Objective

At the conclusion of this module, the employee will be able to perform Freight on Board (FOB) origin processes.

In this module

The following topics are located in this module:

Topic	See Page
Processing Small Parcel	5-2
FOB Small Parcel (Origin) Exceptions	5-16
FOB Small Parcel (Origin) Replanning	5-18
Processing Freight (Truckload or Less than Truckload) using 3PL Carriers	5-24
Check on a Shipment in VSM DSS	5-37
Processing Multiple Freight Piece Shipments	5-49
Processing Manual Purchase Orders (MPO) with Quantity Variances	5-55
Processing All Packed in One	5-56
Additional Vendor Information	5-59
Shipping Documents/Date Carrier Expected at Facility After VSM Processing	5-60
Where Information is Located on the CBL	5-62
Freight Shipments Outside 3PL Contract	5-66
Freight Shipments Outside 3PL Contract (Validation Failure)	5-86
Verify SPLC/Address for Vendor	5-89
Building a Release	5-91
Carrier Names and SCACs	5-104

Processing Small Parcel

Steps for processing small parcel shipments

Follow the steps below for processing small parcel shipments.

Step	Action
1	<p>Once in a vendor site, go to the ORIGIN PROCESSING screen.</p> <p>Select a Purchase Order that is displayed or use any of the search criteria to search for a particular Purchase Order.</p> <p>To select a shipment, click the box beside the desired order and click “Submit.”</p> <p><u>Note:</u> If Purchase Order is not on the screen, the Purchase Order can be added using the Manual Purchase Order button.</p>
2	<p>Select the radio button next to the appropriate Hazardous status and click “Submit.”</p> <p>Three options are available.</p> <p>If shipment contains hazardous materials:</p> <ul style="list-style-type: none"> • Click on “Shipment contains regulated hazardous for transportation.” • Click “Submit.” • Once the pop up screen is displayed, click on “I agree.” <p>Fill out the appropriate information.</p> <p>Click Submit.</p>
3	<p>Input</p> <ul style="list-style-type: none"> • Processing type (Partial or Total) • Quantity • Total Weight (to include packaging material) • Dimensions • Type Pack (BX, PLT, Carton, etc.) <p><u>Note:</u> Please note 1-150 lb shipments that are destined for a location in the Continental United States (CONUS) and shipments weighing 151-300 lbs destined for a location OCONUS will process as small parcel depending on the cube.</p> <p>Once data has been input correctly, click “Submit.”</p> <p><u>Note 1:</u> If processing a Partial Shipment (less than total quantity shown) click Partial button versus Total button.</p> <p><u>Note 2:</u> Multiple Freight Piece CANNOT be used with Origin Small Parcel shipments. For multiple packages using the same Contract Number, process your partial shipment and then return to process remainder in the same manner.</p>

Processing Small Parcel, Continued

Steps for processing small parcels, continued

Follow the steps below for processing small parcels.

Step	Action
4	<p>VSM</p> <ul style="list-style-type: none"> • assigns a shipment control number and alerts if shipment requires customs processing. • interfaces with the small parcel carrier to obtain tracking number. <p><u>Note:</u> If the DODAAC or National Stock Number (NSN) does not require customs processing, the shipment proceeds similar to a CONUS small parcel shipment.</p>
5	<p>Follow VSM DSS pathway 10-1C to display the DPBA (REVIEW SHIPMENT DOCUMENTS) screen. Select the Small Parcel Shipment for review.</p> <p>VSM DSS will display the SPPA (SMALL PARCEL REVIEW PROCESS) screen. Input the Internal Transaction Number (ITN). The shipment is released.</p> <p>You may also use VSM Web to add the ITN number from the Review screen.</p> <p>Click on Small Parcel Exceptions for the “Excep” tab.</p> <p>Input the ITN.</p> <p>Click Submit.</p>
6	<p>Select the Print tab. From the dropdown, select Print to display the Print Documents Detail screen.</p> <p>Notice that all document choices that are checked will produce shipping documents after the “Print” button is clicked.</p>
7	<p>VSM creates the following applicable paperwork:</p> <ul style="list-style-type: none"> • MSL (Military Shipping Label) • Small Parcel Carrier Label • Commercial Invoice (if required) • Container ID Label (based on vendor’s preference) • Packing List

Processing Small Parcel, Continued

Step 1

Once in a vendor site, go to the ORIGIN PROCESSING screen.

Select a Purchase Order that is displayed or use any of the search criteria to search for a particular Purchase Order.

To select a shipment, click the box beside the desired order and click “Submit.”

Note: If Purchase Order is not on the screen, the Purchase Order can be added using the Manual Purchase Order button.

X	Rtse	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input checked="" type="checkbox"/>	0001	0001	SPM0100000000	WK4FV1001234567		10	000101	WK4FV1	100	
<input type="checkbox"/>	NIIN	0001	SPE3000000000	N2391471840506		12	000301	N23914	800	
<input type="checkbox"/>	TEST	ERIN	SPMERINTEST1	W25G1U72130507		12	W25G1U	W25G1U	500	
<input type="checkbox"/>	FMSADR	TEST	SPE3000000000	PCN05V71670001	2017207	03	PCNOCK	PCNOCK	100	Past Due

Processing Small Parcel, Continued

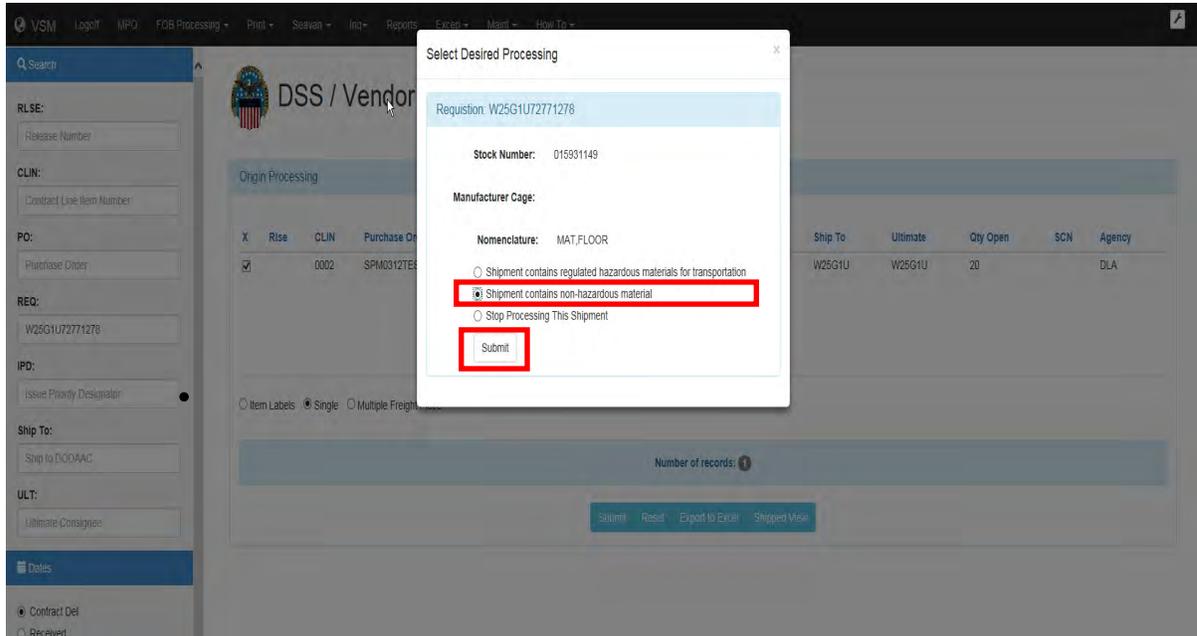
Step 2

Select the radio button next to the appropriate Hazardous status and click “Submit.”

Three options are available.

In this example, we choose “Shipment contains non-hazardous material.”

Click Submit.

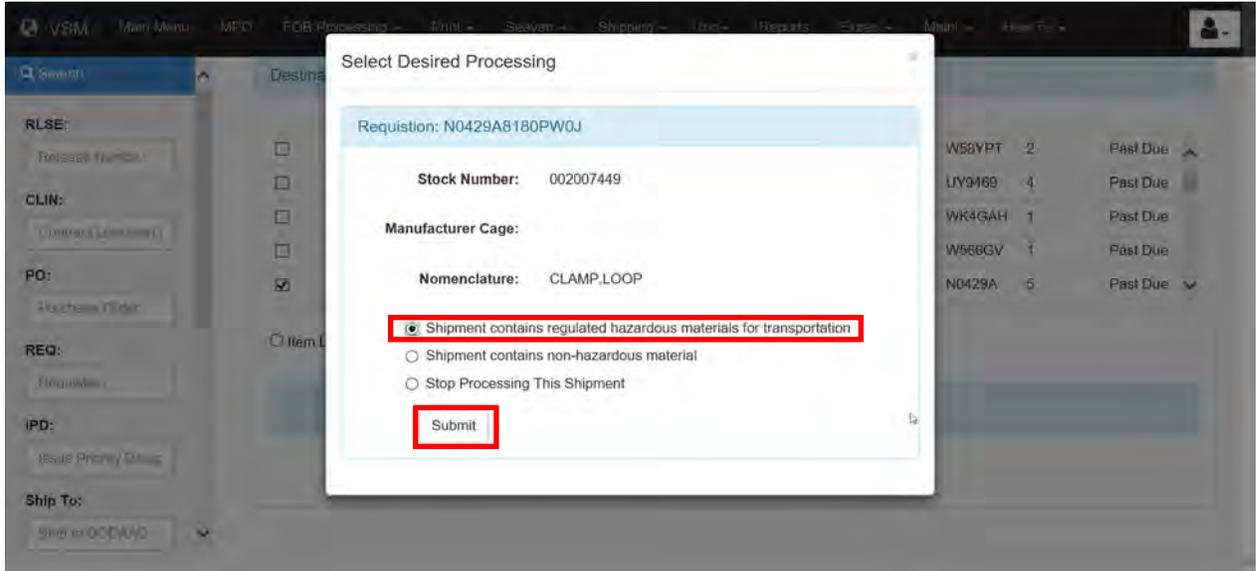


Processing Small Parcel, Continued

Step 2, continued

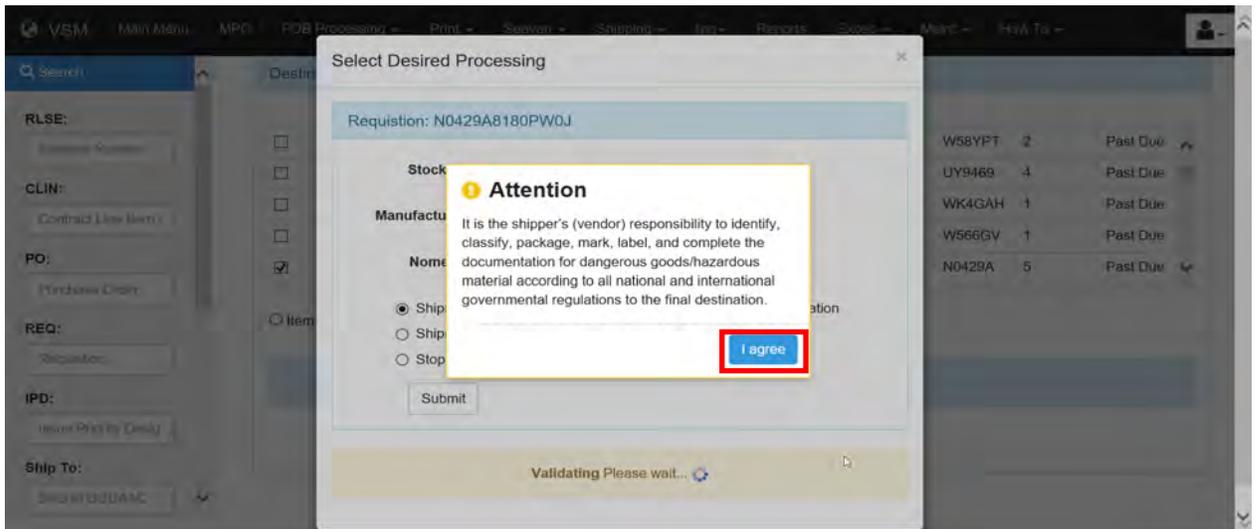
In this example we choose “Shipment contains regulated hazardous materials for transportation.”

Click Submit.



If the above option was chosen, the screen below will be displayed.

Click on “I agree.”



Processing Small Parcel, Continued

Step 2, continued

Fill out the appropriate information.

Click Submit.

The screenshot shows a web application interface for the 'DSS / Vendor Shipment Module'. At the top, there is a navigation bar with links for 'VSM', 'Main Menu', 'MPC', 'FOB Processing', 'Print', 'Seaman', 'Shipping', 'Inq', 'Reports', 'Except', 'Maint', and 'How To'. Below the navigation bar is a header with the text 'DSS / Vendor Shipment Module LOCKHEED MARTIN CORP. TEST (A02769)'. The main content area is a form titled 'Destination: Hazardous Choice'. The form contains several fields and buttons:

- Requisition:** W80TWT82220151
- Stock Number:** 013774293
- CAGE:** (empty)
- Cargo Code:** Z
- Cargo Desc:** (empty)
- Nomenclature:** GUARD,SPLASH,VEHICU
- Proper Shipping Name:** Required
- Technical Name:** (empty)
- Un Class Cd:** Select a UN Class Code (Required) ~
- Un Id Number:** Required (UN NA pr ID then 4 numbers)
- Packing Group:** N/A, I, II, III
- Reportable Quantity Ind:** N/A
- Passenger / Cargo Notif:** N/A, Passenger, Cargo
- Limited Quantity Ind:** N/A
- Hazardous Zone:** N/A, A, B, C, D
- Type Pack:** CARTON ~
- No. Of Packages:** (empty)
- Container Type:** (empty)
- Dangerous Goods Quantity:** (empty)
- Dangerous Goods Unit of Measurement:** (empty)
- Marine Pollutant Flag:** N/A

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'. The 'Submit' button is highlighted with a red rectangle.

Processing Small Parcel, Continued

Step 3

Input

- Processing type (Partial or Total)
- Quantity
- Total Weight (to include packaging material)
- Dimensions
- Type Pack (BX, PLT, Carton...etc.)

Note: Please note 1-150 lb shipments that are destined for a location in the Continental United States (CONUS) and shipments weighing 151-300 lbs destined for a location OCONUS will process as small parcel depending on the cube.

Once data has been input correctly, click “Submit.”

Note 1: If processing a Partial Shipment (less than total quantity shown) click Partial button versus Total button.

Note 2: Multiple Freight Piece CANNOT be used with Origin Small Parcel shipments. For multiple packages using the same Contract Number, process your partial shipment and then return to process remainder in the same manner.

The screenshot shows the 'FOB Origin Single Variance Processing' form. Key elements include:
- Requestion Control Number: WK4FV1001234567
- Processing Type: Partial (unselected), Total (selected)
- Quantity: 100 of 100
- Total Weight: 100
- Dimensions: L: 25, W: 25, H: 25
- Cube: 9.042
- Vendor Reference Number: (empty)
- Type Pack: CARTON (selected)
- #Pcs/Pallet: 0
- Type Pack Pallet: CARTON (selected)
- Type Equipment: Van Closed, over 40 ft
- Carrier Remarks: (empty)
- Available Date: 09/01/2017
- Submit and Reset buttons at the bottom.

Processing Small Parcel, Continued

Step 4

VSM:

- Assigns a shipment control number and alerts if shipment requires customs processing.
- Interfaces with the small parcel carrier to obtain tracking number.

Note: If the DODAAC or NSN does not require customs processing, the shipment proceeds similar to a CONUS small parcel shipment.

The screenshot displays the 'DSS / Vendor Shipment Module' interface for 'ADS, INC (A1CAY9)'. The main section is titled 'Origin Processing' and contains a table with the following columns: X, Rise, CLIN, Purchase Order Number, Requisition Number, CDD, IPD, Ship To, Ultimate, Qty Open, SCN, and Agency. The table lists four records with checkboxes in the 'X' column. A message from the server is displayed below the table, and a status bar indicates 'Showing first 100 of 300 total records.' Navigation buttons for 'Items', 'Reset', 'Export to Excel', and 'Shipped View' are located at the bottom.

X	Rise	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN	Agency	
<input type="checkbox"/>		0001	JET0000023904	W25G1U72420501		02	W25G1U	W25G1U	2		DLA	
<input type="checkbox"/>	BAH1	0001	SPM3444444444	W33BRK72420502		05	W33APT	W33BRK	9	Partial	DLA	
<input type="checkbox"/>	MH01	0001	SP4562333333	W33BRK7222MH01		12	W33APT	W33BRK	5	Partial	DLA	
<input type="checkbox"/>		0001	SPE5E917F1319	W25G1U72270501		2017228	05	W25G1U	W25G1U	10649	Past Due	DLA

Message From Server: FOB Origin Shipment 20002056 may require customs processing by DLA Distribution. Contact 1-800-456-6507 for information.

Showing first 100 of 300 total records.

Buttons: Items, Reset, Export to Excel, Shipped View

Processing Small Parcel, Continued

Step 5

Follow VSM DSS pathway 10-1C to display the DPBA (REVIEW SHIPMENT DOCUMENTS) screen. Select the Small Parcel Shipment for review.

VSM DSS will display the SPPA (SMALL PARCEL REVIEW PROCESS) screen. Input the Internal Transaction Number (ITN). The shipment is released.

DLA Distribution obtains the ITN from Automated Commercial Environment (ACE) (See ACE Desk Guide).

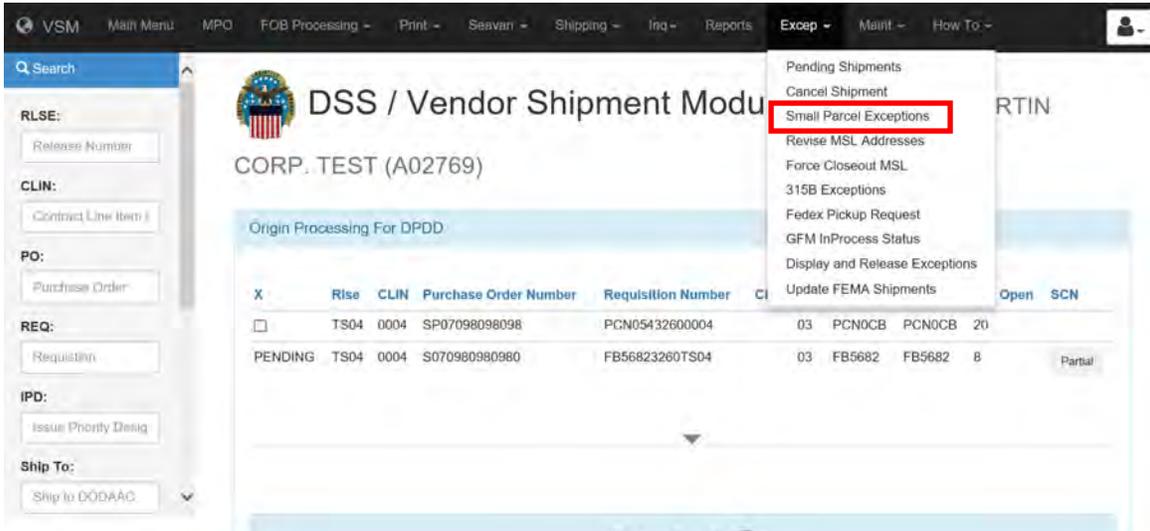
```
SPPA          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
10:30:06          SMALL PARCEL REVIEW PROCESS          11SEP2019
-----
TCN =====> R666876035DP19XXX          SHIPMENT CONTROL NUMBER ===> 12765580
-----
MODE DESCRIPTION =====> DHL*HW NIIN => 5KV11603          UPRC =>          0.00
REPLAN MODE DESCRIPTION =>          NOM =>          QSHR =>          1
SHIP TO DODAAC =====> R66687
ACTUAL WEIGHT =====>          1.00
DIMENSIONAL WEIGHT =====>          0.71
CUBE =====>          .0
LENGTH/WIDTH/HEIGHT =====> 0009 0001 0011
FUEL SURCHARGE =====>          .00
TOTAL SHIPPING CHARGE ===>          .00
ITN =====> _____
SHIP TO ADDRESS
NAV MOB CON BAT SEABEE CP COVINGTON P/U CNFIRMTN NBR => _____
CALL NAVAL OPERATIONAL LOGISTICS
SUPPORT CTR NOLSC CML 757 443 5434
DSN 646 5434 OUTCONUS 312 646 5434
-----F1=MENU-----F2=NEXT TRANS-----F3=EXIT VSM-----F4=RETURN-----F5=BOOKMARK-----
TRANS CONTINUES          NEXT TRANS==>
```

Processing Small Parcel, Continued

Step 5, continued

You may also use VSM Web to add the ITN number from the Review screen.

Click on Small Parcel Exceptions for the “Excep” tab.



Input the ITN.

Click Submit.

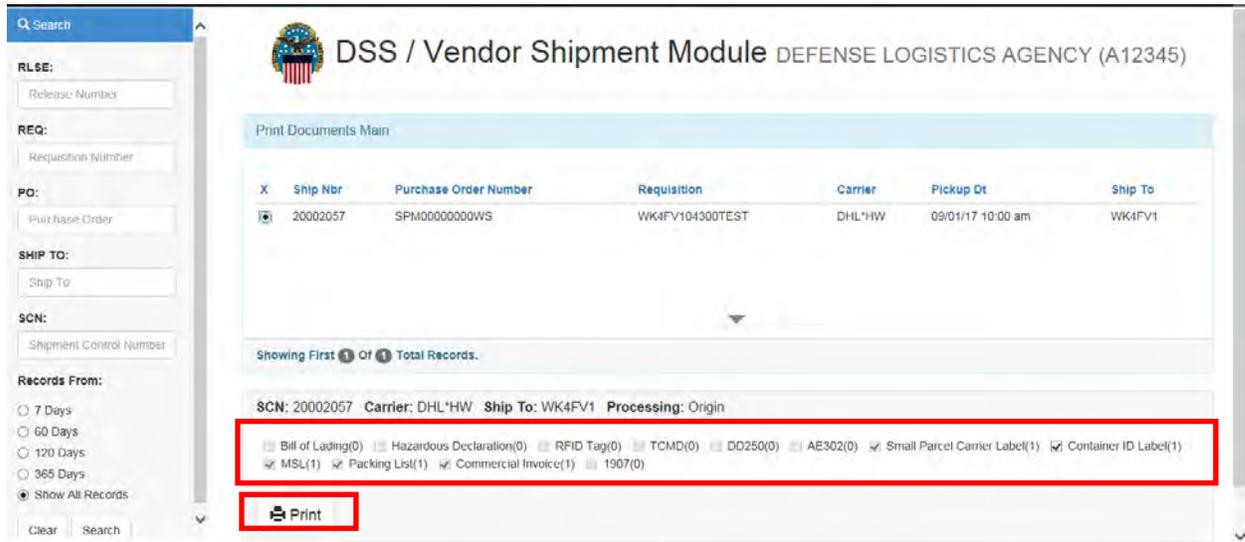


Processing Small Parcel, Continued

Step 6

Select the Print tab. From the dropdown, select Print to display the Print Documents Detail screen.

Notice that all document choices that are checked will produce shipping documents after the “Print” button is clicked.



Step 7

VSM creates the following applicable paperwork:

- MSL (Military Shipping Label)
- Small Parcel Carrier Label
- Commercial Invoice (if required)
- Container ID Label (based on vendor’s preference)
- Packing List

Processing Small Parcel, Continued

Documents that need to be emailed to vendors

The following documents will need to be emailed to the vendor as pdf files. Check all documents for accuracy.

DD Form 1387 Military Shipping Label

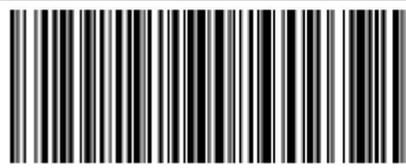
DD FORM 1387, JAN 91

1. TCN WK4FV10214TEST0XX		14. DATE 2014330
		11. RDO
3. FROM 12345 DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 548A-B-5 NEW CUMBERLAND PA 17070 117-770-9930	2. POSTAGE DATA ITN: X20140318322586	
5. SHIP TO/POE WDCC USA MED MAT CTR EUR RECEIVING BLDG 4171 HUSTERHOEH KASERNE PIRMASENS DE 66953 GERMANY	16. PIECES 0001 OF 0001 	
7. POD WK4FV1	8. PROJECT	9. TRANS. PRIORITY 1
5. ULTIMATE CONSIGNEE OR MARK FOR WK4FV1 WDCC USA MED MAT CTR EUR RECEIVING BLDG 4171 HUSTERHOEH KASERNE PIRMASENS DE 66953 GERMANY	15. PMS CASE 	
18. TCN(S)/SUPPLY INFO 	10. WT/LB THIS PC 100 10	
	4. TYPE SERVICE	
	13. CHARGES	
	CN. 10678624	
	VIN:	
	SOU:	
	CD:	
	ORIGINAL	

Processing Small Parcel, Continued

Documents that need to be emailed to vendors, continued

Small Parcel Carrier Label

JENNIFER HILL 7177706830 DERBISE LOGISTICS AGENCY 2001 MISSION DR BLDG 54/BAY-5 NEW CUMBERLAND PA 17070 UNITED STATES	100 LBS	1 OF 1
SHIP TO: PERSON IN CHARGE 000000000 WK4PV1 HUSTERHOEH KASERNE RECEIVING BLDG 4171 WOCC USA MED MAT CTR EUR 66953 PIRMASENS GERMANY	SHIP#: 81V3 85V3 38K SHIP WT: 100 LBS SHIP DWT: 113 LBS DATE: 14 NOV 2014 DWT: 25,25,25 AH	
	DEU 664 5-00 	
UPS SAVER TRACKING #: 1Z 81V 385 04 9596 5868	1P	
		
BILLING: P/P DESC: STAPLE	KEY	
Tax Ref No.: WK4PV10214TEST0XX		
<small>XBL14-09.11 NWS0 57.0A 10/2014</small>		
<small>Shipper agrees to the UPS Terms found at www.ups.com and UPS service terms. For international air carriage, the Warsaw Convention as amended or Montreal Convention may apply and limits UPS liability for loss or damage to cargo. International carriage by road may be subject to the convention in the Contract for the International Carriage of Goods by Road. Except as otherwise governed by international conventions or other mandatory law, the UPS Terms limit UPS's liability for damage, loss or delay of this shipment. There are no stopping places agreed upon at the time of contract of the shipment and UPS reserves the right to route the shipment in any way it deems appropriate. Where allowed by law, shipper authorizes UPS to act as forwarding agent for export control and customs purposes. If exported from the US, shipper certifies that the commodities, technology or software were exported from the US in accordance with the Export Administration Regulations. Evasion contrary to law is prohibited.</small>		

Processing Small Parcel, Continued

Documents that need to be emailed to vendors, continued

Commercial Invoice (if required)

	UNITED STATES - DEPARTMENT OF DEFENSE DEFENSE LOGISTICS AGENCY DISTRIBUTION C/O DEFENSE LOGISTICS AGENCY 2001 MISSION DR BLDG 54/BAY-5 NEW CUMBERLAND PA 17070- UNITED STATES 1-800-456-5507 delivery@dla.mil					
	COMMERCIAL INVOICE PAGE 1 OF 1					
DATE OF EXPORTATION		14-NOV-2014		ITN X20140318322566		
CONSIGNEE		W0CC USA MED MAT CTR EUR		AIR WAYBILL NO 1781V3850495965868		
RECEIVING BLDG 4171		HUSTERHOEH KASERNE		PHONE: 0000000000		
PIRMASENS DE 66953		GERMANY		E-MAIL:		
COUNTRY OF ULTIMATE DESTINATION DE				EXPORT REFERENCES: WK4FV10214TEST0XX		
				REASON FOR EXPORT: PERMANENT		
Country of MFG	Quantity	Type	Complete Description of Goods	Unit Value (USD)	Total Value (USD)	Customs Comm CD
US	100	BX	STAPLE	1.25	125.00	

FOB Small Parcel (Origin) Exceptions

Steps for processing FOB small parcel (origin) exception

Follow the steps below for processing small parcels.

Step	Action
1	Follow VSM DSS pathway 10-1C to access the DPBA (REVIEW SHIPPING DOCUMENTS) screen.
2	To review Only review the orders with the “01” in the (P) Parcel category. Select by adding X to left beside order. (Example shows review of small parcel Fed Ex.) Press ENTER. If a small parcel carrier is available to the vendor, press ENTER and F2 to go back to listing.
3	To tender Input “T” (to tender) and press ENTER. This releases the shipment to the Print screen in VSM for that vendor.

FOB Small Parcel (Origin) Exceptions, Continued

Step 1

Follow VSM DSS pathway 10-1C to access the DPBA (REVIEW SHIPPING DOCUMENTS) screen.

Step 2 (To review)

Only review the orders with the “01” in the (P) Parcel category.

Select by adding X to left beside order. (Example shows review of small parcel Fed Ex.)

Press ENTER.

```

DPBA          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
10:45:47          REVIEW SHIPPING DOCUMENTS          11SEP2019
-----
DISPLAY ALL => X   DISPLAY BY VENDOR:  CAGE => _____ -OR-  DODAAC => _____
-----
  SEL  SHPMNT      MSTR BILL NBR
X-SEL CONTROL  VENDOR      OR          NBR  STOP  REQD  (B)  (T)  (P)
T-TNDR NUMBER  DODAAC      TCMD DCMNT NBR  STOPS NBR  REV  BILL TCMS PARCEL
-----
  --   09621530  A1QUF1          00   01   R    00   00   00
  --   09621532  A1QUF1          00   01   R    00   00   00
  --   09621538  A1QUF1          00   01   R    00   00   00
  --   09621541  A1QUF1          00   01   R    00   00   00
  --   09622559  A1QUF1          00   01   R    00   00   00
  --   09773839  A1EFH8          00   01   R    00   00   00
  --   10135983  B06AE7          00   01   X    00   00   00
  --   10189363  A3YEZ1          00   01   X    00   00   00
  --   10599094  A0PJT5          00   01   X    00   00   00
  X    10645134  A50KE2          00   01   X    00   00   00
-----
                HIGHLIGHTED LINES CURRENTLY BEING REVIEWED
-----
---F1=MENU---F2=NEXT TRANS---F3=EXIT VSM---F5=BOOKMARK---F7/8=PAGE B/F---
                THIS IS THE FIRST SCREEN
TRANS CONTINUES                                NEXT TRANS==>
    
```

If a small parcel carrier is available to the vendor, press ENTER and **F2** to go back to listing.

Step 3 (To tender)

Input “T” (to tender) and press ENTER.

This releases the shipment to the Print screen in VSM for that vendor.

```

DPBA          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
10:45:47          REVIEW SHIPPING DOCUMENTS          11SEP2019
-----
DISPLAY ALL => X   DISPLAY BY VENDOR:  CAGE => _____ -OR-  DODAAC => _____
-----
  SEL  SHPMNT      MSTR BILL NBR
X-SEL CONTROL  VENDOR      OR          NBR  STOP  REQD  (B)  (T)  (P)
T-TNDR NUMBER  DODAAC      TCMD DCMNT NBR  STOPS NBR  REV  BILL TCMS PARCEL
-----
  --   09621530  A1QUF1          00   01   R    00   00   00
  --   09621532  A1QUF1          00   01   R    00   00   00
  --   09621538  A1QUF1          00   01   R    00   00   00
  --   09621541  A1QUF1          00   01   R    00   00   00
  --   09622559  A1QUF1          00   01   R    00   00   00
  --   09773839  A1EFH8          00   01   R    00   00   00
  --   10135983  B06AE7          00   01   X    00   00   00
  --   10189363  A3YEZ1          00   01   X    00   00   00
  --   10599094  A0PJT5          00   01   X    00   00   00
  T    10645134  A50KE2          00   01   X    00   00   00
-----
                HIGHLIGHTED LINES CURRENTLY BEING REVIEWED
    
```

FOB Small Parcel (Origin) Replanning

When to replan

Small parcel replanning needs to take place when a small parcel shipment goes to the freight screen (Note: Weight/cube falls under the small parcel criteria) instead of processing as small parcel.

```

DPBB      SITE: DPDD      VENDOR SHIPMENT MODULE      PAGE 001
11:36:39      REVIEW BILL OF LADING DATA      12SEP2019
-----
VENDOR CAGE =====> 0AG09      VENDOR DODAAC ==> A0AG09
SHPMNT CNTRL NBR =====> 12448853      BILL NUMBER ==> 15BVDJDP
TRANS COMPANY TENDERED =>      MTMC RLSE NBR ==> RTDTCILT
DODAAC =====> BS4A00      AIR/SURFACE ==> A
SCAC =====>      BASE CHARGES ==> 0.00
CARRIER WAYBILL NUMBER =>      MODE =====>
PRO NUMBER =====>      EQUIP TYPE =====> AV3
DES DELVRY DATE =====> 23 FEB 2016      SHIP WEIGHT ==> 200.00
CONSIGNEE ADDRESS:      SHIP CUBE =====> 66.667
ENTBEE INTERNATIONAL AIRPORT (EBB)      MSTR BILL NBR ==>
MAJ CINNAMOND 256-414-306542      USER ENTERED MARKS:
PO BOX 7007 PLOT 1577 GGABA RD
ENTEBEE UGANDA
-----
CITY => ENTEBEE      STATE =>      ZIP =>      I      CNTRY => UG
---F1=MENU---F2=NXT TRNS---F3=EXIT VSM---F4=PREV---F5=BKMRK---F6=TCN---
---F7/8=PAGE B/F---F9=VENDOR DATA/ACCESSORIALS/REROUTE SHIPMENT---F10=HELP---
THIS IS THE ONLY SCREEN
TRANS CONTINUES      NEXT TRANS==>
MA  L      >      08/069
    
```

FOB Small Parcel (Origin) Replanning, Continued

Steps for replanning

Follow the steps below for replanning.

Step	Action
1	<p>To replan, press F5 from the DPBA (REVIEW SHIPPING DOCUMENTS) screen (VSM DSS pathway 10-1C) to access the SPPC (SMALL PARCEL ORIGINATING “ZIP TO ZONE” SUMMARY) screen (VSM DSS pathway 40-4B).</p> <p>Input the carrier and service needed (UPS-GR) and press ENTER.</p>
2	<p>Zip codes are listed in numerical sequence. Forward through pages until you find your Origin zip code zone and input an “x” in the correct zone.</p> <p>Press ENTER.</p> <p>VSM DSS will display the SPP5 (SMALL PARCEL ORIGINATING/DESTINATION “ZIP TO ZONE” DATA) screen.</p>
3	<p>Find destination zip code and note matching Zone (“ZNE”) beside it.</p> <p>Press F1 to return to menu. At the menu screen, input SPP7 to access the SPP7 (SMALL PARCEL RATES – MODE DESCRIPTION/ZONE (IN DOLLARS)) screen.</p>
4	<p>The SPP7 (SMALL PARCEL RATES – MODE DESCRIPTION/ZONE (IN DOLLARS)) screen displays the pricing results for all zones.</p> <p>Input “I” for Inquiry in ACTN, add carrier and start zone from previous page and weight of shipment.</p> <p>Press F5 to bookmark and F6 to display the DPBD (REVIEW TCN DATA) screen.</p>
5	<p>Input</p> <ul style="list-style-type: none"> • correct information in the “MODE DESC” and “RATE” fields • “Y” in the “DONE” field. <p>Press ENTER.</p> <p>Press F2 to display the SPPA (SMALL PARCEL REVIEW PROCESS) screen.</p>
6	<p>The SPPA (SMALL PARCEL REVIEW PROCESS) screen now displays the correct information.</p>
7	<p>Once reviewed, F2 and select “T” to Tender. Shipment is sent to the Print screen for vendor.</p>

FOB Small Parcel (Origin) Replanning, Continued

Step 1

To replan, press **F5** from the DPBA (REVIEW SHIPPING DOCUMENTS) screen (VSM DSS pathway 10-1C) to access the SPPC (SMALL PARCEL ORIGINATING “ZIP TO ZONE” SUMMARY) screen (VSM DSS pathway 40-4B).

Input the carrier and service needed (UPS-GR) and press ENTER.

```

SPPC          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
11:08:37      SMALL PARCEL ORIGINATING "ZIP TO ZONE" SUMMARY          11SEP2019
-----
MODE DESC ==> UPS-GR  ORIGINATING ZIPCODE ==> _____ (SPP5 ADD ONLY)
    
```

Step 2

Zip codes are listed in numerical sequence. Forward through pages until you find your Origin zip code zone and input an “x” in the correct zone.

Press ENTER.

```

SPPC          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 002
11:12:40      SMALL PARCEL ORIGINATING "ZIP TO ZONE" SUMMARY          11SEP2019
-----
MODE DESC ==> UPS-GR  ORIGINATING ZIPCODE ==> _____ (SPP5 ADD ONLY)
-----
 11400 11599 11600 11699 11700 11899 11900 11999
 12000 12399 12400 12699 12700 12799 12800 12899
 12900 12999 13000 13299 13300 13599 13600 13699
 13700 13999 14000 14299 14300 14399 14400 14699
 14700 14799 14800 14999 15000 15399 15400 15499
 15500 15599 15600 15699 15700 15799 15800 15899
 15900 15999 16000 16099 16100 16199 16200 16299
 16300 16399 16400 16599 16600 16699 16700 16799
 16800 16899 16900 16999 17000 17299 17300 17499
 17500 17699 17700 17799 17800 17899 17900 17999
 18000 18199 18200 18299 18300 18399 18400 18799
 18800 18899 18900 18999 19000 19299 19300 19499
 19500 19699 19700 19899 19900 19999 20000 20599
 20600 20899 20900 20999 21000 21299 21300 21399
 21400 21499 21500 21599 21600 21699 21700 21799
-----
-F1=MENU--F2=NEXT TRANS--F3=EXIT--F5=BOOKMARK--F6=SPPD--F7/8=PAGE B/F--F9=SPP5-
MORE SCREENS TO DISPLAY
TRANS CONTINUES          BOOKMARK IN PROGRESS NEXT TRANS==>
    
```

VSM DSS will display the SPP5 (SMALL PARCEL ORIGINATING/DESTINATION “ZIP TO ZONE” DATA) screen.

FOB Small Parcel (Origin) Replanning, Continued

Step 3

Find destination zip code and note matching Zone (“ZNE”) beside it.

Press **F1** to return to Main Menu. At the Main Menu screen, input “SPP7” to access the SPP7 (SMALL PARCEL RATES – MODE DESCRIPTION/ZONE (IN DOLLARS)) screen.

```

SPP5          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
11:15:09     SMALL PARCEL ORIGINATING/DESTINATION "ZIP TO ZONE" DATA  11SEP2019
-----
ACTN =====> I (A-ADD,C-CHG,D-DEL,I-INQ)          USER ID: YRE3446
MODE DESC ==> UPS-GR          LAST UPDATE: 15AUG2017 093043
ORIGINATING ZIPCODE ==> 17000 - 17299
-----
DESTINATION   DESTINATION   DESTINATION   DESTINATION
START  END    ZNE    START  END    ZNE    START  END    ZNE    START  END    ZNE
00400 00599  2     01000 01899  3     01900 01999  4     02000 02499  3
02500 02699  4     02700 02999  3     03000 03399  4     03400 03499  3
03500 03599  4     03600 03699  3     03700 05099  4     05100 05399  3
05400 05499  4     05500 05599  3     05600 05699  4     05700 05799  3
05800 05999  4     06000 06999  3     07000 08999  2     10000 10599  2
10600 10699  3     10700 11899  2     11900 12699  3     12700 12799  2
12800 12899  3     12900 12999  4     13000 13699  3     13700 13999  2
14000 14799  3     14800 14999  2     15000 15399  3     15400 16099  2
16100 16199  3     16200 16299  2     16300 16599  3     16600 22799  2
22800 24199  3     24200 24299  4     24300 25399  3     25400 25499  2
-----
-----F1=MENU--F2=NEXT TRANS--F3=EXIT--F4=SPPC--F5=BOOKMARK--F7/F8=PAGE B/F-----
MORE SCREENS AVAILABLE
TRANS CONTINUES          BOOKMARK IN PROGRESS NEXT TRANS==>
    
```

Step 4

The SPP7 (SMALL PARCEL RATES – MODE DESCRIPTION/ZONE (IN DOLLARS)) screen displays the pricing results for all zones.

Input “I” for Inquiry in ACTN, add carrier and start zone from previous page and weight of shipment.

Press **F5** to bookmark and **F6** to display the DPBD (REVIEW TCN DATA) screen.

```

SPP7          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
12:44:26     SMALL PARCEL RATES - MODE DESCRIPTION/ZONE (IN DOLLARS)  11SEP2019
-----
ACTN =====> I (A-ADD,C-CHG,D-DEL,I-INQ)          USER ID:
MODE DESC ==> UPS-GR  STRT ZNE ==> 02  STRT WT=> 125  LAST UPDATE:
CHANGE IN RATE ( / ) > (FORMAT 00.0 0)
-----
WGT          ZONE          ZONE          ZONE          ZONE          ZONE          ZONE          ZONE          ZONE
RATE        RATE        RATE        RATE        RATE        RATE        RATE        RATE        RATE
-----
-----F1=MENU--F2=NEXT--F3=EXIT--F4=SPP0--F5=BOOKMARK--F7/F8=PAGE B/F--F9=SPPR-----
BOOKMARK IN PROGRESS NEXT TRANS==>
    
```

FOB Small Parcel (Origin) Replanning, Continued

Step 5

On the DPBD (REVIEW TCN DATA) screen, input the

- correct information in the “MODE DESC” and “RATE” fields
- “Y” in the “DONE” field.

Press ENTER.

Press **F2** to display the SPPA (SMALL PARCEL REVIEW PROCESS) screen.

```

DPBD          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
11:33:06          REVIEW TCN DATA          12SEP2019
-----
BOL/MSTR BOL => 15BVDJDP /          OR TCMD DCMNT NBR ==>
-----
TCN =====> BS4A735116D016XXX          SHPMNT CNTRL NBR =====> 12448853
NUMBER OF PIECES => 1          SHIP FROM DODAAC =====> A0AG09
FRT PIECE NBR =====> 1          SHIP TO DODAAC =====> BS4A00
GROSS WT/CUBE =====> 200 / 67          ULTIMATE CONSIGNEE =====> BS4A00
L => 48 W => 40 H => 60          CRP/BBP =====>
SCAC =====>          TYPE PACK =====> CT
TRACKING NBR =====>          AIR/SURFACE =====> A
MODE SHIP =====>          CMDTY =====> 534Z9 TAC ==> BDOD
NMFC/SUF =====> 999913          OVERSEAS INDICATOR =====> Y
DESC => FREIGHT ALL KINDS          ATCMD SEND INDICATOR =====>
ITN =====>          HAZ IND ==> N VIEW HAZ (Y/N) ==> N
APPN => S2NF
-----
CHANGE TO SMALL PARCEL:  MODE DESC =>          RATE =>          DONE ==> N
- F1=MENU - F2=NEXT TRANS - F3=EXIT VSM - F4=PREV - F5=BOOKMARK - F7/8=PAGE B/F - F10=HELP -
THIS IS THE ONLY SCREEN
TRANS CONTINUES          NEXT TRANS==>
MA+          >          17/010
    
```

FOB Small Parcel (Origin) Replanning, Continued

Step 6

The SPPA (SMALL PARCEL REVIEW PROCESS) screen now displays the correct information.

```

SPPA          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
10:02:07          SMALL PARCEL REVIEW PROCESS          17SEP2019
-----
TCN =====> R666876035DP19XXX          SHIPMENT CONTROL NUMBER ==> 12765580
-----
MODE DESCRIPTION =====> DHL*HW          NIIN => 5KV11603          UPRC =>          0.00
REPLAN MODE DESCRIPTION =>          NOM =>          QSHP =>          1
SHIP TO DODAAC =====> R66687
ACTUAL WEIGHT =====>          1.00
DIMENSIONAL WEIGHT =====>          0.71
CUBE =====>          .0
LENGTH/WIDTH/HEIGHT =====> 0009 0001 0011
FUEL SURCHARGE =====>          .00
TOTAL SHIPPING CHARGE ==>          .00
ITN =====>
          SHIP TO ADDRESS
NAV MOB CON BAT SEABEE CP COVINGTON P/U CNFIRMATN NBR =>
CALL NAVAL OPERATIONAL LOGISTICS
SUPPORT CTR NOLSC CML 757 443 5434
DSN 646 5434 OUTCONUS 312 646 5434

----F1=MENU----F2=NEXT TRANS----F3=EXIT VSM----F4=RETURN----F5=BOOKMARK-----
TRANS CONTINUES          NEXT TRANS==>

```

Step 7

Once reviewed, press **F2** and select "T" to Tender. Shipment is sent to the Print screen for vendor.

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers

Steps for processing freight using 3PL carriers

Follow the steps below for processing freight using 3PL carriers.

Step	Action
1	Select Purchase Order and click “Submit.”
2	<p>Select the radio button next to the appropriate Hazardous status and click “Submit.”</p> <p>Three options are available.</p> <p>If shipment contains hazardous materials:</p> <ul style="list-style-type: none"> • Click on “Shipment contains regulated hazardous for transportation.” • Click “Submit.” • Once the pop up screen is displayed, click on “I agree.” <p>Fill out the appropriate information.</p> <p>Click Submit.</p>
3	<p>Input</p> <ul style="list-style-type: none"> • Processing Type • Quantity • Weight • Dimensions • Type Pack <p> Type Equipment is defaulted to Less than Truckload (LTL)/Truckload. Do NOT change equipment unless another type is needed (flatbed, RGN, etc.).</p> <p>Add carrier remarks if needed (Lift gate needed, stackable or non-stackable freight, etc.).</p> <p><u>Note:</u> Item should be packed and ready to ship at time of processing.</p> <p>Click “Submit.”</p>
4	<p>The “ORIGIN PROCESSING” screen will display that the FOB Origin Shipment Control Number (SCN) (for example, “09264900”) has been accepted.</p> <p>Vendors cannot see the shipment once it has been processed for freight, until it appears in their Print screen.</p> <p>For overseas MILAIR shipments will go through Air Challenge.</p>

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers,
Continued

Steps for processing freight using 3PL carriers, continued

Follow the steps below for processing freight using 3PL carriers.

Step	Action
5	<p>Once cleared through Air Challenge, shipment goes to “Freight Release Shipments for 3PL Processing” screen.</p> <p>If the preplan heading has ITN ENTRY noted beside shipment, process shipment via ACE system to obtain an ITN number. Add the ITN via Preplan entry, click on “ITN ENTRY.”</p>
6	<p>Input the ITN and click “ADD ITN” button.</p>
7	<p>Screen verifies ITN is added to shipment.</p> <p><u>Note:</u> ITN will print on MSL.</p> <p>Go back to the “Freight Release Shipments for 3PL Processing” screen by clicking on the “Shipping” tab and then “Freight Release” from the dropdown menu.”</p> <p>Click on “Freight Release 3PL In Process.”</p>
8	<p>Shipments input:</p> <p>Tier 3 – Shipments are picked up on the 3rd day after 219 submission</p> <p>Tier 2 – Shipments are picked up on 2nd day (12/24 hours)</p> <p>Tier 1 – Shipments are picked up on same day (4/8 hours)</p> <p>This is all dependent on when the 219 is submitted and if there are still hours left in the business day.</p> <p>When possible, all shipments going from the same Ship From DODAAC and to the same Ship To DODAAC are selected and will be consolidated for shipping on the same CBL.</p> <p>Click “Submit.”</p>

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers,
Continued

Steps for processing freight using 3PL carriers, continued

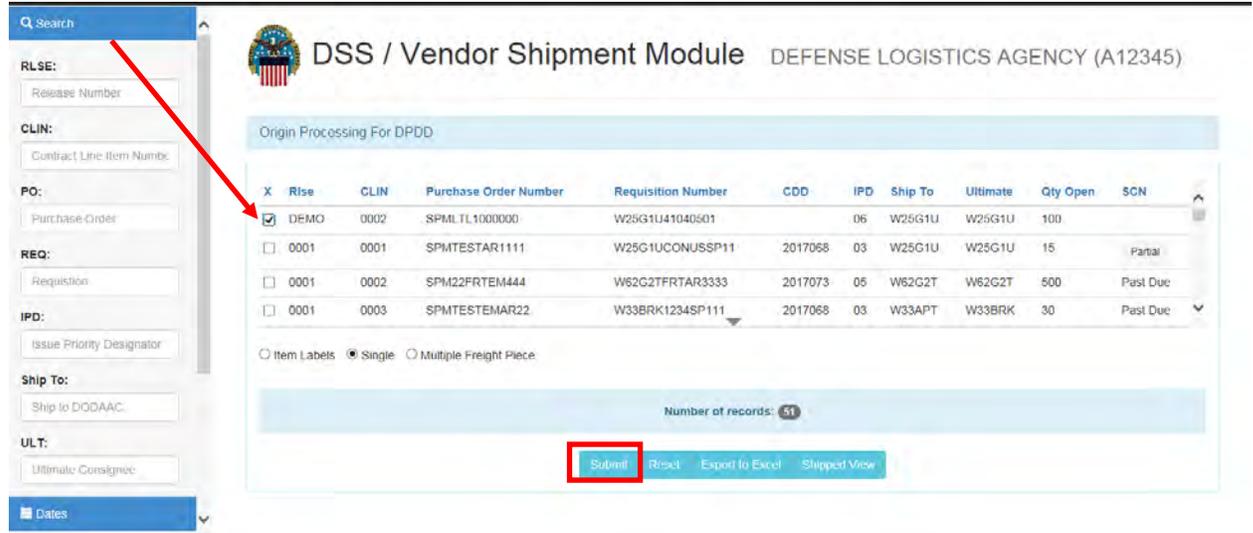
Follow the steps below for processing freight using 3PL carriers.

Step	Action
9	<p>Review the combined shipments and select Equipment Type of “AV1” for LTL shipments and “AV3” (default) for full truck loads.</p> <ul style="list-style-type: none"> • Dimensions, weight, and cube to validate equipment type (Leave as “AV3” if any question about it being an “AV1”) • Number of pieces Make an annotation in the “NOTES” section if shipping to a DLA depot input: <ul style="list-style-type: none"> • A NSN if shipment contains 10 or more pieces • Piece number breakdown with NSN if on a Master BOL • Pick up date (not a Saturday, Sunday or holiday) • Take note of “BOL REMARKS” which may need to be transferred to the “NOTES” section below (See Step 10)
10	<p>Add vendor notes as stated in step 9 and any additional notes.</p> <p>Input any applicable accessorial charges.</p> <p>Click “Send 219.” This sends shipment to 3PL for processing.</p>

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 1

Select Purchase Order and click “Submit.”



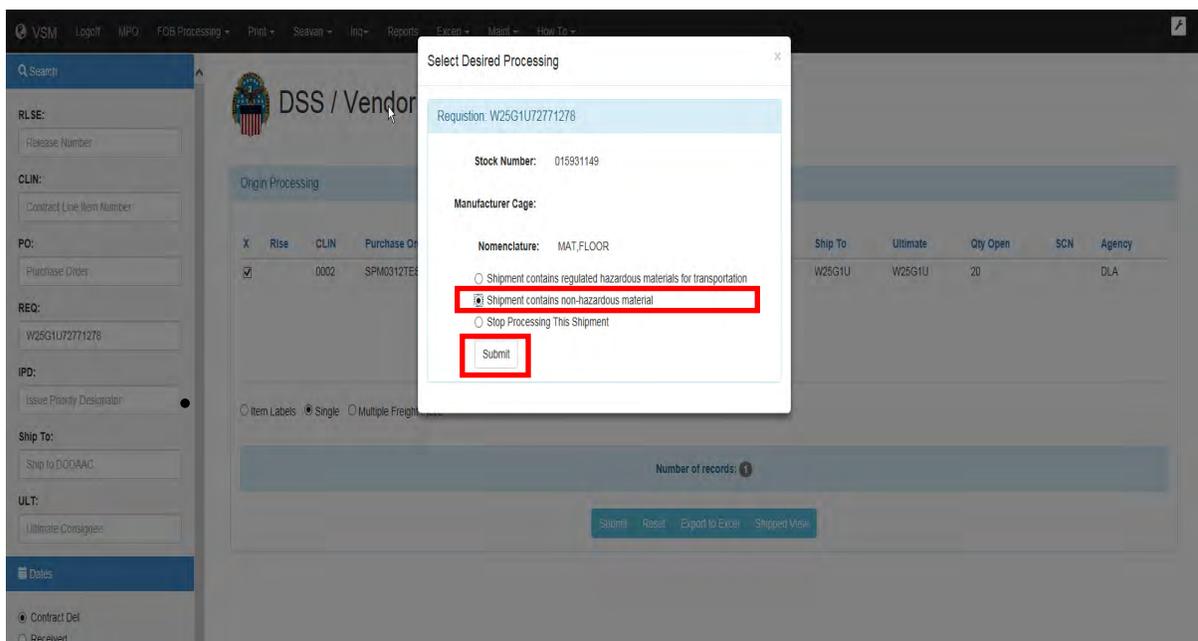
Step 2

Select the radio button next to the appropriate Hazardous status and click “Submit.”

Three options are available.

In this example, we choose “Shipment contains non-hazardous material.”

Click Submit.

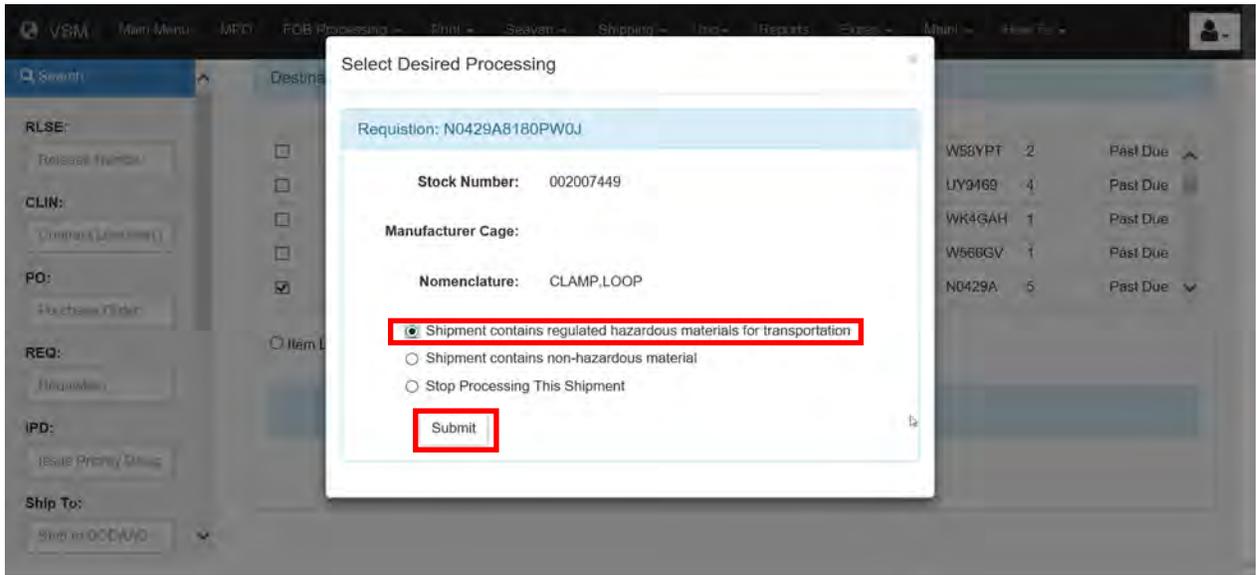


Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 2, continued

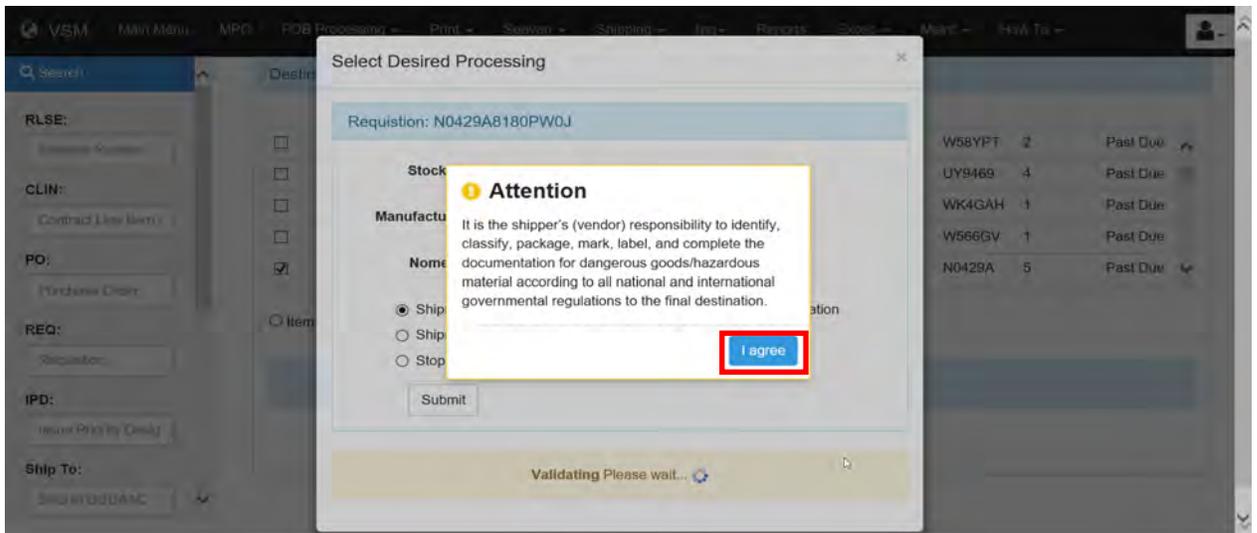
In this example, we choose “Shipment contains regulated hazardous materials for transportation.”

Click Submit.



If the above option was chosen, the screen below will be displayed.

Click on “I agree.”



Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 2, continued

Fill out the appropriate information.

Click Submit.

VSM Main Menu MPG FOB Processing Print Seaven Shipping Int Reports Excep Maint How To

 **DSS / Vendor Shipment Module** LOCKHEED MARTIN CORP. TEST (A02769)

Destination Hazardous Choice

Requisition: W80TWT82220151	Stock Number: 013774293
CAGE:	Cargo Code: Z
Cargo Desc:	Nomenclature: GUARD,SPLASH,VEHICU
Proper Shipping Name: <input type="text" value="Required"/>	Technical Name: <input type="text"/>
Un Class Cd: <input type="text" value="Select a UN Class Code (Required)"/>	Un Id Number: <input type="text" value="Required (UN NA-pr ID then 4 numbers)"/>
Packing Group: <input type="text" value="N/A"/> <input type="text" value="I"/> <input type="text" value="II"/> <input type="text" value="III"/>	Reportable Quantity Ind: <input type="text" value="N/A"/>
Passenger / Cargo Notif: <input type="text" value="N/A"/> <input type="text" value="Passenger"/> <input type="text" value="Cargo"/>	Limited Quantity Ind: <input type="text" value="N/A"/>
No. Of Packages: <input type="text"/>	Hazardous Zone: <input type="text" value="N/A"/> <input type="text" value="A"/> <input type="text" value="B"/> <input type="text" value="C"/> <input type="text" value="D"/>
Dangerous Goods Quantity: <input type="text"/>	Type Pack: <input type="text" value="CARTON"/>
Marine Pollutant Flag: <input type="text" value="N/A"/>	Container Type: <input type="text"/>
	Dangerous Goods Unit of Measurement: <input type="text"/>

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 3

Input

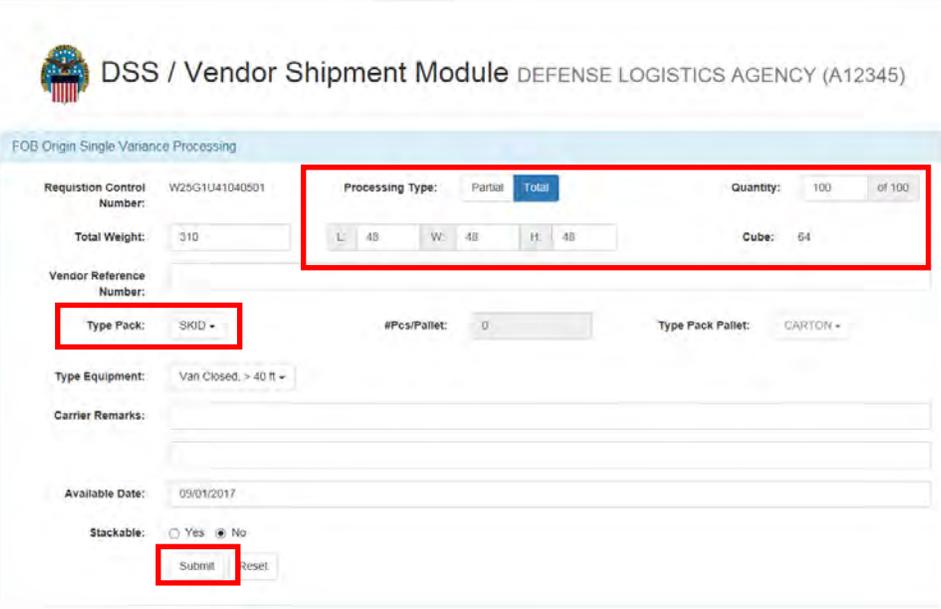
- Processing Type
- Quantity
- Weight
- Dimensions
- Type Pack

 Type Equipment is defaulted to Less than Truckload (LTL)/Truckload. Do NOT change equipment unless another type is needed (flatbed, RGN, etc.).

Add carrier remarks if needed (Lift gate needed, stackable or non-stackable freight, etc.).

Note: Item should be packed and ready to ship at time of processing.

Click “Submit.”



The screenshot displays the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The main heading is 'FOB Origin Single Variance Processing'. The form contains several fields and controls:

- Requisition Control Number:** W25G1U41040501
- Processing Type:** Partial (selected), Total
- Quantity:** 100 of 100
- Dimensions:** L: 48, W: 48, H: 48
- Cube:** 64
- Vendor Reference Number:** (empty)
- Type Pack:** SKID (highlighted with a red box)
- #Pcs/Pallet:** 0
- Type Pack Pallet:** CARTON
- Type Equipment:** Van Closed, > 40 ft
- Carrier Remarks:** (empty text area)
- Available Date:** 09/01/2017
- Stackable:** Yes (radio button), No (radio button, selected)
- Buttons:** Submit (highlighted with a red box), Reset

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 4

The “ORIGIN PROCESSING” screen will display that the FOB Origin Shipment Control Number (SCN) (for example, “09264900”) has been accepted.

Vendors cannot see the shipment once it has been processed for freight, until it appears in their Print screen.

DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

Origin Processing For DPDD

X	Rise	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	0001	0001	SPMTESTAR1111	W25G1UCONUSSP11	2017068	03	W25G1U	W25G1U	15	Partial
<input type="checkbox"/>	0001	0002	SPM22FRTEM444	W62G2TFR TAR3333	2017073	05	W62G2T	W62G2T	500	Past Due
<input type="checkbox"/>	0001	0003	SPMTESTEMAR22	W33BRK1234SP111	2017068	03	W33APT	W33BRK	30	Past Due
<input type="checkbox"/>	0001	0005	SPM55FRTTEST5	W91EB8FRTTEST44	2017061	15	0001MJ	W91EB8	200	Past Due

Message From Server! The FOB Origin Shipment 20002058 has been accepted.

Number of records: 50

Submit Reset Export to Excel Shipped View

For overseas MILAIR shipments will go through Air Challenge.

The FOB Origin Shipment 20002058 has been accepted and meets Air Challenge Criteria

Number of records: 50

Submit Reset Export to Excel Shipped View

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 5

Once cleared through Air Challenge, shipment goes to “Freight Release Shipments for 3PL Processing” screen.

The screenshot shows the VSM application interface. At the top, there is a navigation bar with 'Shipping' selected. Below it, a search bar and a 'Freight Release' dropdown menu are visible. The main content area is titled 'DSS / Vendor Shipment Module LOCKHEED MARTIN CORP. TEST (A02769)'. Underneath, there is a 'Freight Release' section with several tabs: 'Freight Release', 'Freight Release 3PL', 'Freight Release 3PL In Process', 'Freight Release GFM', and 'Freight Release GFM In Process'. The 'Freight Release 3PL' tab is selected and highlighted with a red box. Below the tabs is a search bar and an 'Excel' button. A table of shipment data is displayed with the following columns: Select, From, To, Pickup, SCN, TCN, WT, Cube, IPG, Type/Haz, E219 Dt Time, Status, ATR Dt Time, PrePlan, Type, and Shipping. The table contains 10 rows of data. At the bottom of the table, it says 'Showing 1 to 10 of 85 entries' and there are navigation buttons for 'Previous', '1', '2', '3', '4', '5', '8', and 'Next'. There are also 'Submit' and 'Reset' buttons at the bottom of the screen.

If the preplan heading has ITN ENTRY noted beside shipment, process shipment via ACE system to obtain an ITN number. Add the ITN via Preplan entry, click on “ITN ENTRY.”

<input type="checkbox"/>	A1CAY9	000NGU	07/22/16	20000469	R3012A6148EE14A0X	458	53.906	2	Z/N					AV3	3PL	
<input type="checkbox"/>	A0UKB6	0001MJ	07/22/16	20000468	SWE30062040502XXX	1	90.422	3	Z/N					AV3	3PL	
<input checked="" type="checkbox"/>	A1CAY9	WK4FLA	07/22/16	20000458	WK4FLA62020502XXX	503	40	1	Z/N				ITN ENTRY	AV1	3PL	
<input type="checkbox"/>	A1CAY9	W33GGZ	07/21/16	20000426	W33GGZ26203TS12XXX	375	66.84	3	Z/N					AV3	3PL	

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 6

Input the ITN and click “ADD ITN” button.

SCN	TCN	SHIP TO DODAAC	ULT CNSGNE	NIIN	NOMENCLATURE	UNIT PRICE	NBR FRT PCS	TYPE PACK	WEIGHT	CUBE	LENGTH	WIDTH	HEIGHT
X20140315280012	D9266366	FB581432902801XXX	000DOV	FB5814	0111111111	CRYSTAL UNIT,QUARTZ	100000	1 NA	42	43	42	42	42

Step 7

Screen verifies ITN is added to shipment.

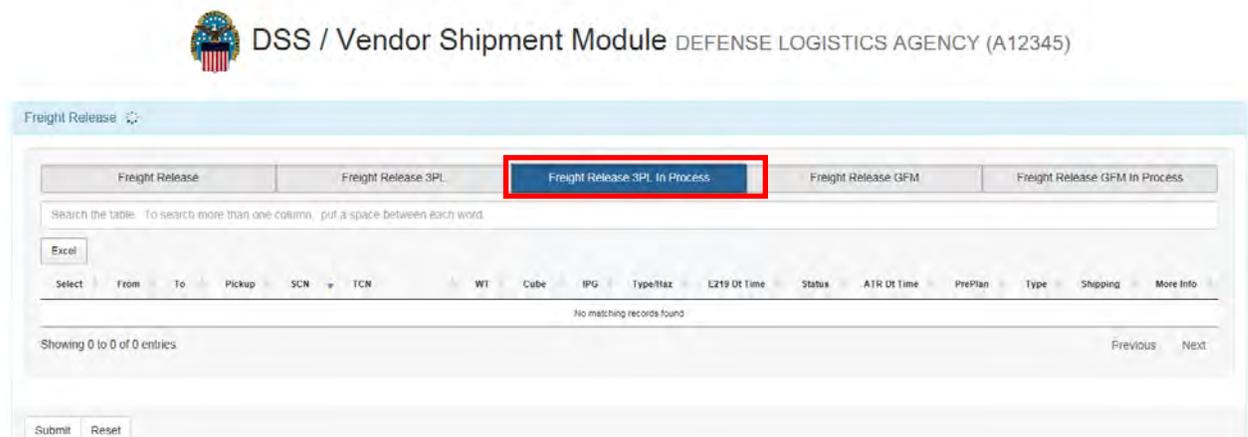
Note: ITN will print on MSL.



Go back to the “Freight Release Shipments for 3PL Processing” screen by clicking on the “Shipping” tab and then “Freight Release” from the dropdown menu.”



Click on “Freight Release 3PL In Process.”



Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 8

Shipments input:

Tier 3 – Shipments are picked up on the 3rd day after 219 submission

Tier 2 – Shipments are picked up on 2nd day (12/24 hours)

Tier 1 – Shipments are picked up on same day (4/8 hours)

This is all dependent on when the 219 is submitted and if there are still hours left in the business day.

When possible, all shipments going from the same Ship From DODAAC and to the same Ship To DODAAC are selected and will be consolidated for shipping on the same CBL.

Click “Submit.”


DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

Freight Release

Freight Release	Freight Release 3PL	Freight Release 3PL In Process	Freight Release GFM	Freight Release GFM In Process												
Search the table: To search more than one column, put a space between each word																
<input type="button" value="Excel"/>																
Select	From	To	Pickup	SCN	TCN	WT	Cube	IPG	Type/Haz	E219 Dt Time	Status	ATR Dt Time	PrePlan	Type	Shipping	More Info
<input type="checkbox"/>	A7X00	W33APT	08/14/17	20001961	W33BRK7086MH05XGX	1000	64	3	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	W25G1U	08/11/17	20001945	W25G1U72140801XNX	200	1	1	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	W25G1U	08/11/17	20001943	W25G1U72140801XLX	200	1	1	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	W25G1U	08/11/17	20001939	W25G1U72140801XXK	200	1	1	Z/N	8/9/2017 09:38:43				AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	BLEA00	08/11/17	20001936	BLEA937209A080XHX	25	0.579	3	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	BLEA00	08/11/17	20001933	BLEA937209A080XGX	200	512	3	Z/N					AV3	3PL in process	
<input checked="" type="checkbox"/>	A1CAY9	W25G1U	08/11/17	20001920	W25G1U72140801XAX	899	195.926	1	Z/N	8/9/2017 05:45:45				AV3	3PL in process	
<input checked="" type="checkbox"/>	A1CAY9	W25G1U	08/11/17	20001918	W25G1U72140803XCK	890	97.963	2	Z/N	8/9/2017 05:40:57				AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	BLEA00	08/10/17	20001901	BLEA937209A080XBX	200	5.083	3	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A78286	W33APT	08/08/17	20001871	W33APT72160501XXX	1500	37.037	2	Z/N	8/4/2017 07:24:45				A7	3PL in process	

Showing 1 to 10 of 303 entries

Selected Records:

Previous ... Next

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 9

Review the combined shipments and select Equipment Type of “AV1” for LTL shipments and “AV3” (default) for full truck loads.

- Dimensions, weight, and cube to validate equipment type (Leave as “AV3” if any question about it being an “AV1”)
- Number of pieces
Make an annotation in the “NOTES” section if shipping to a DLA depot input:
 - A NSN if shipment contains 10 or more pieces
 - Piece number breakdown with NSN if on a Master BOL
- Pick up date (not a Saturday, Sunday or holiday)
- Take note of “BOL REMARKS” which may need to be transferred to the “NOTES” section below (See Step 10)



DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

Freight Release 3PL

SCNs

Show 10 entries Search:

Scn	Ten	WT	Cube	Type
20001901	BLEA937209A096XBK	200	5.093	AV3

Weight: 200 Cube: 5.093

Change Equip Type: AV3 (VAN, CLOSED, OVER 40 FT) Change Reset

Showing 1 to 1 of 1 entries Previous Next

Processing Freight (Truckload or Less than Truckload) using 3PL Carriers, Continued

Step 10

Add vendor notes as stated in step 9 and any additional notes.

Input any applicable accessorial charges.

Click “Send 219.” This sends shipment to 3PL for processing.

The screenshot displays a web application interface for processing freight. At the top, it shows "Showing 1 to 1 of 1 entries" and navigation buttons for "Previous", "1", and "Next". The main content area is divided into several sections:

- Accesorials:** A section titled "Add an Accesorial" with a form for "Choose an Accesorial" (020 XXX) and "Quantity" (1). It includes "Add" and "Reset" buttons.
- Dates:** A section for "Dates" with fields for "Early Pickup" (08/08/2017 12:58 PM), "Late Pickup" (08/10/2017 2:00 PM), and "Delivery" (08/21/2017 5:00 PM). It includes "Recalculate" and "Reset" buttons.
- Carrier Remarks:** A section titled "Carrier Remarks" with a "Remark" field containing "STACKABLE" and a "Delete" button. Below it is a text input field with the placeholder "ENTER A REMARK THEN CLICK ADD" and "Add" and "Reset" buttons.
- Enter 3PL Data:** A section titled "Enter 3PL Data" with "VIA SCAC" set to "NONE", "Base Charges" of "\$1.00", and a "Press this button to review 3PL shipment" button. It also includes a "By-pass 3PL" button.

At the bottom left of the interface, a "Send E219" button is highlighted with a red box.

Check on a Shipment in VSM DSS

Steps for checking on a shipment in VSM DSS

Follow the steps below for checking on a shipment in VSM DSS.

Step	Action
1	<p>(VSM DSS) Follow DSS pathway 10-1G to access the DPGN (INQUIRE EDI 219/220 STATUS) screen.</p>
2	<p>(VSM DSS) Input the Shipment Control Number (SCN) or Master Bill Number.</p> <p>Press ENTER.</p> <p>DSS will display a refreshed DPGN (INQUIRE EDI 219/220 STATUS) screen.</p>
3	<p>(VSM DSS) Once shipment has been transmitted, it moves to Freight Release Shipments in Process for 3PL Processing screen.</p>
4	<p>(VSM DSS) More details will show, including pickup date by adding “X” beside the “ORIG 219 SENT” line.</p> <p>Press ENTER.</p> <p>VSM DSS will display the DPGN1 (INQUIRE EDI 219 DATA) screen.</p>
5	<p>(VSM DSS) Late pickup is the date the shipment will be picked up by the carrier.</p>
6	<p>(VSM) Click on the Shipping tab. Select Review.</p>
7	<p>(VSM) Select the vendor to review and click “Submit.”</p> <p><u>Note:</u> Shipments designated by “X” under “Req Rev” are freight shipments, while shipments designated by U are small parcel shipments.</p> <p>Make certain to select the correct shipments to process when working freight vs. small parcel.</p>
8	<p>(VSM) Review screen shows various info regarding shipment:</p> <ul style="list-style-type: none"> • Type of conveyance (AV1 here) • CBL number • Ship-To address • Carrier SCAC • Number of pieces • Weight and dimensions • Charge to move shipment • NMFC <p>Once all information is reviewed for accuracy, click “Accepted and Print.”</p>

Check on a Shipment in VSM DSS, Continued

Steps for checking on a shipment in VSM DSS, continued

Follow the steps below for checking on a shipment in VSM DSS.

Step	Action
9	Click on Print tab. Select Print.
10	<p data-bbox="370 430 462 464">(VSM)</p> <p data-bbox="370 472 1421 535">On the next screen (Print Documents Detail), UNCHECK MSL and click on Print button.</p> <p data-bbox="370 577 1307 651">By printing ONLY the Commercial Bill of Lading (CBL) for our records, shipment remains in the PRINT screen for vendor to Print.</p> <p data-bbox="370 693 1063 726">VSM will display documents available for printing.</p>

Check on a Shipment in VSM DSS, Continued

Step 1 (VSM DSS)

Follow DSS pathway 10-1G to access the DPGN (INQUIRE EDI 219/220 STATUS) screen.

Step 2 (VSM DSS)

Input the Shipment Control Number (SCN) or Master Bill Number.

Press ENTER.

```

DPGN      SITE: DPDD      VENDOR SHIPMENT MODULE      WK:      PAGE 001
13:55:40      INQUIRE EDI 219/220 STATUS      11SEP2019
-----
SHPMNT CNTRL NBR ==> _____ OR MSTR BILL NBR ==> MSTR00003771
FILTER BY: 220 ==> _ OR 219 ==> _
-----
    
```

DSS will display a refreshed DPGN (INQUIRE EDI 219/220 STATUS) screen.

Example (VSM DSS)

This example of the DPGN (INQUIRE EDI 219/220 STATUS) screen shows the 219 has been sent but a carrier is not yet assigned, so the 220 is not received back.

```

DPGN      SITE: DPDD      VENDOR SHIPMENT MODULE      WK:      PAGE 001
13:55:40      INQUIRE EDI 219/220 STATUS      11SEP2019
-----
SHPMNT CNTRL NBR ==> _____ OR MSTR BILL NBR ==> MSTR00003771
FILTER BY: 220 ==> _ OR 219 ==> _
-----
SEL      EVENT      EVENT      EVENT      OFFER NUMBER      SCAC      PGM ID
-----
_      ORIG 219 SENT      22 APR 2014      105950      B78286MBN00003771      MWWG      VSMW
_      997 RCVD      22 APR 2014      112029      B78286MBN00003771      DPG1
    
```

Check on a Shipment in VSM DSS, Continued

Step 3 (VSM)

Once shipment has been transmitted, it moves to Freight Release Shipments in Process for 3PL Processing screen.

DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

Freight Release

Freight Release 3PL In Process

Search the table: To search more than one column, put a space between each word

Excel

Select	From	To	Pickup	SCN	TCN	WT	Cube	IPG	Type/Haz	E219 Dt Time	Status	ATR Dt Time	PrePlan	Type	Shipping	More Info
<input type="checkbox"/>	A7X00	W33APT	05/14/17	20001961	W33BRK7066MH05XGK	1000	64	3	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	W25G1U	05/11/17	20001945	W25G1U72140501X0X	200	1	1	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	W25G1U	05/11/17	20001943	W25G1U72140501X1X	200	1	1	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	W25G1U	05/11/17	20001939	W25G1U72140501X0X	200	1	1	Z/N	9/9/2017 09:35:43			AV1	3PL in process		
<input type="checkbox"/>	A1CAY9	BLEA00	05/11/17	20001936	BLEA937208A098XHX	25	0.579	3	Z/N					AV3	3PL in process	
<input type="checkbox"/>	A1CAY9	BLEA00	05/11/17	20001933	BLEA937208A098XGX	200	912	3	Z/N					AV3	3PL in process	

Step 4 (VSM DSS)

More details will show, including pickup date by adding “X” beside the “ORIG 219 SENT” line.

Press ENTER.

```

DPGN          SITE: DPDD          VENDOR SHIPMENT MODULE          WK:          PAGE 001
13:55:40          INQUIRE EDI 219/220 STATUS          11SEP2019
-----
SHPMNT CNTRL NBR ==> _____ OR MSTR BILL NBR ==> MSTR00003771
FILTER BY: 220 ==> _ OR 219 ==> _
-----
SEL          EVENT          EVENT DATE          EVENT TIME          OFFER NUMBER          SCAC          PGM ID
-----
X  ORIG 219 SENT          22 APR 2014          105950          B78286MBN00003771          MWVG          VSMW
-  997 RCVD          22 APR 2014          112029          B78286MBN00003771          DPG1
-  CORR 219 SENT          23 APR 2014          092419          B78286MBN00003771          MWVG          VSMW
-  997 RCVD          23 APR 2014          095029          B78286MBN00003771          DPG1
-  CANC 219 SENT          23 APR 2014          123158          B78286MBN00003771          MWVG          DPSC
-  997 RCVD          23 APR 2014          125022          B78286MBN00003771          DPG1
-----
--- F1=MENU --- F2=NEXT TRANS --- F3=EXIT DSS --- F5=BOOKMARK --- F7/8=PAGE B/F ---
THIS IS THE ONLY SCREEN
TRANS CONTINUES          NEXT TRANS==> _____
    
```

VSM DSS will display the DPGN1 (INQUIRE EDI 219 DATA) screen.

Check on a Shipment in VSM DSS, Continued

Step 5 (VSM DSS)

Late pickup is the date the shipment will be picked up by the carrier.

```

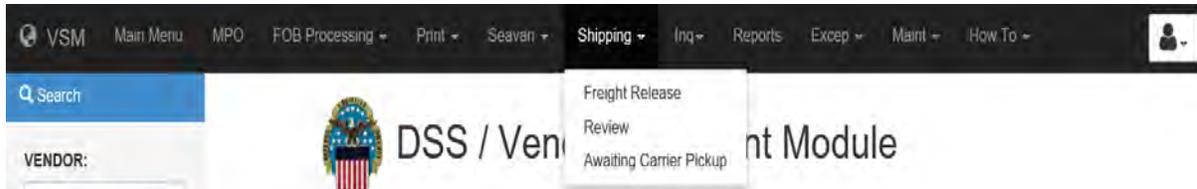
DPGN1      SITE: DPDD      VENDOR SHIPMENT MODULE      WK:      PAGE 001
14:01:20      INQUIRE EDI 219 DATA      11SEP2019
-----
OFFER NUMBER ==> B78286MBN00003771      DATE/TIME SENT ==> 22 APR 2014 105950
(NOTE PICKUP & MDD DT/TI ARE IN ZULU)      USERID ==> YRE87630
EARLY PICKUP DT/TI => 22 APR 2014 1404      LATE PICKUP DT/TI => 24 APR 2014 2000
EARLY MDD DT/TI ==> 24 APR 2014 2005      LATE MDD DT/TI ==> 30 APR 2014 2100
ACCESSORIAL CHARGES REQUESTED:      TYPE EQUIP REQUESTED => AV1
SCAC => MWWG
DODAAC =>      NBR STOPS =>      ORIG DODAAC => B78286      TIER RQST ==>
WT => 1380.00      CUBE ==> 77      ORD-TRK-LEN =>      TYPE OFFR CD => O
NOTES ==> 82424901-850847 82409712-844427 82424904-850799

SHIP CONTROL NBR      TY PK      MDD DT/TI      IPG      RDD      AIR-SRFC CD
CTN
CTN
CTN
CTN
10116855      CTN      3      S

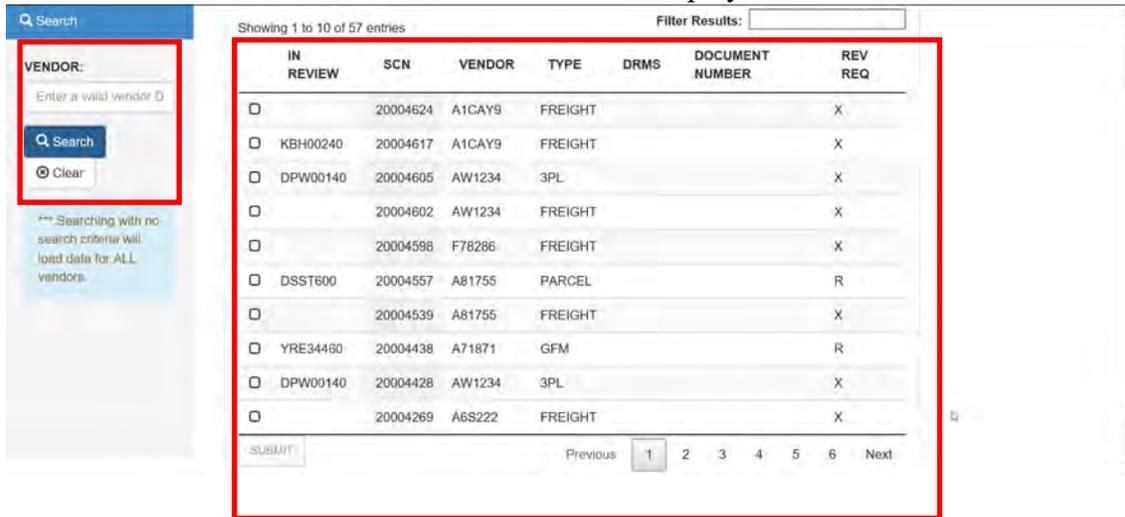
---F1=MENU---F2=NXT TRNS---F3=EXIT DSS---F4=PREV---F5=BKMRK---F9=ALL TCNS---
TRANS CONTINUES      NEXT TRANS==>
    
```

Step 6 (VSM)

Click on the Shipping tab. Select Review.



Leave Vendor field blank. Click Search. This will display all vendors.



Check on a Shipment in VSM DSS, Continued

Step 7 (VSM)

Select the vendor to review and click “Submit.”

Note: Shipments designated by “X” under “Req Rev” are freight shipments, while shipments designated by U are small parcel shipments.

Make certain to select the correct shipments to process when working freight vs. small parcel.

The screenshot shows the VSM DSS interface with a table of shipments. The table has columns: IN REVIEW, SCN, VENDOR, TYPE, DRMS, DOCUMENT NUMBER, and REV REQ. The row for vendor A81755 is highlighted in blue and enclosed in a red box. The 'SUBMIT' button at the bottom left is also enclosed in a red box.

IN REVIEW	SCN	VENDOR	TYPE	DRMS	DOCUMENT NUMBER	REV REQ
<input type="checkbox"/>	20004624	A1CAY9	FREIGHT			X
<input type="checkbox"/>	KBH00240	20004617	A1CAY9	FREIGHT		X
<input type="checkbox"/>	DPW00140	20004605	AW1234	3PL		X
<input type="checkbox"/>	20004602	AW1234	FREIGHT			X
<input type="checkbox"/>	20004598	F78286	FREIGHT			X
<input type="checkbox"/>	DSST600	20004557	A81755	PARCEL		R
<input checked="" type="checkbox"/>	20004530	A81755	FREIGHT			X
<input type="checkbox"/>	YRE34460	20004438	A71871	GFM		R
<input type="checkbox"/>	DPW00140	20004428	AW1234	3PL		X
<input type="checkbox"/>	20004269	A6S222	FREIGHT			X

Check on a Shipment in VSM DSS, Continued

Step 8 (VSM)

Review screen shows various info regarding shipment:

- Type of conveyance (AV1 here)
- CBL number
- Ship-To address
- Carrier SCAC
- Number of pieces
- Weight and dimensions
- Charge to move shipment
- NMFC

DSS / Vendor Shipment Module
 LOCKHEED MARTIN CORP. TESTA02769

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance

Review Freight

SHIPMENT CONTROL NUMBER: 20004539

VENDOR CAGE: 81755 VENDOR DODAAC: A81755

MASTER BILL NUMBER: BILL NUMBER: 19A03JDP

TRANS COMPANY TENDERED: UPS SUPPLY CHAIN MODE: Q

CARRIER WAYBILL NUMBER: EQUIP TYPE: AV1

PRO NUMBER: SHIP WEIGHT: 605.00

DESIRED DELIVERY DATE: 06/08/2019 SHIP CUBE: 33.333

TARIFF AUTHORITY: UPSF106384 VIA SCAC:

CONSIGNEE ADDRESS: USER ENTERED MARKS:

W1BG DEF DIST DEPOT SUSQUE

DDSP NEW CUMBERLAND FACILITY

REPLAN SHIPMENT

REPLAN FREIGHT: SHIP TO: W25G1U

SCAC: UPSF

MTMC RLSE: NNAIRFRTFK

AIR SRFC CD: A

POE: POD:

REQUESTED PICKUP DATE: 06/07/2015 TIME: 16 : 00

REMARKS:

TOTAL ACSRL CHARGES FOR SHIPMENT: 1.00

BOL BASE CHARGE: 0.06

BOL TOT CHARGES: 1.06

OVERSEAS IND: N HAZ IND: N

NMFC/SUF:

DESC:

APPN: S2NF

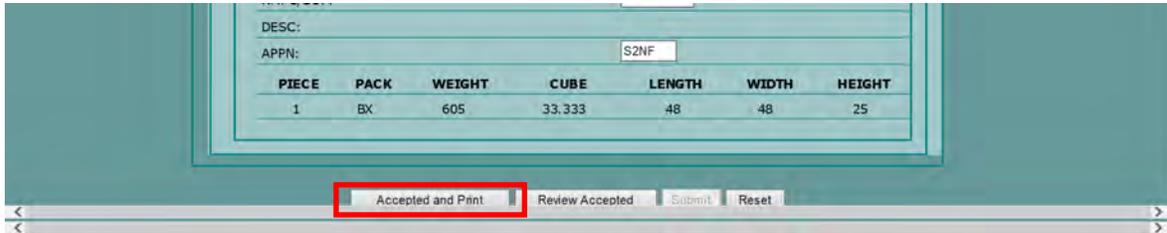
PIECE	PACK	WEIGHT	CUBE	LENGTH	WIDTH	HEIGHT
1	BX	605	33.333	48	48	25

Accepted and Print Review Accepted Submit Reset

Check on a Shipment in VSM DSS, Continued

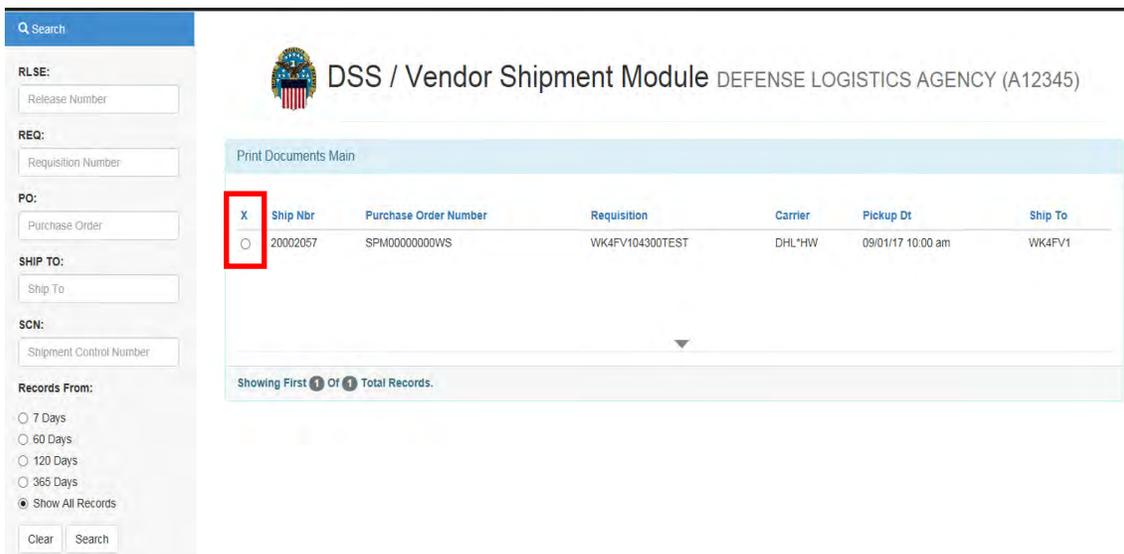
Step 8 (VSM), continued

Once all information is reviewed for accuracy, click “Accepted and Print.”



Step 9 (VSM)

Click on Print tab. Select Print.



Check on a Shipment in VSM DSS, Continued

Step 10 (VSM)

On the next screen (Print Documents Detail), UNCHECK MSL and click on Print button.

By printing ONLY the Commercial Bill of Lading (CBL) for our records, shipment remains in the PRINT screen for vendor to Print.

The screenshot displays the 'Print Documents Main' interface for the DSS / Vendor Shipment Module. On the left, there are search filters for Release Number (RLSE), Requisition Number (REQ), Purchase Order (PO), Ship To, and Shipment Control Number (SCN). The main area shows a table with one record:

X	Ship Nbr	Purchase Order Number	Requisition	Carrier	Pickup Dt	Ship To
<input checked="" type="radio"/>	20002057	SPM00000000WS	WK4FV104300TEST	DHL*HW	09/01/17 10:00 am	WK4FV1

Below the table, it indicates 'Showing First 1 Of 1 Total Records.' A summary line reads: 'SCN: 20002057 Carrier: DHL*HW Ship To: WK4FV1 Processing: Origin'. A red box highlights the document selection area, which includes the following options:

- Bill of Lading(0)
- Hazardous Declaration(0)
- RFID Tag(0)
- TCMD(0)
- DD250(0)
- AE302(0)
- Small Parcel Carrier Label(1)
- Container ID Label(1)
- MSL(1)
- Packing List(1)
- Commercial Invoice(1)
- 1907(0)

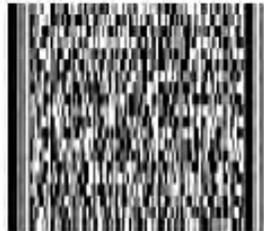
A 'Print' button is located below these options.

VSM will display documents available for printing.

Check on a Shipment in VSM DSS, Continued

Military Shipment Label

Vendor must place the MSL on outside of the shipment and must be visible IAW MIL-STD-129R.

1. FROM 8629 1980 BATTLE CREEK AFB/BASE 2367 WICKHAM RD BATTLE CREEK MI 48817 800-456-5907		2. POSTAGE DATA	
3. SHIP TO/POE DLA DISPOSITION SERVICES COLUMBUS 300 N JAMES RD GATE BLDG 30 SECTION 3 COLUMBUS OH 43215-0297		4. REC'DS 0001 OF 0000	
5. TXN SX14653333269XXX		6. TRANS PRIORITY 3	
7. POE SX1465		8. PROJ CT 15. PMS CASE	
9. ULTIMATE CONSIGNEE OR MARK FOR SX1465 DLA DISPOSITION SERVICES COLUMBUS 300 N JAMES RD GATE BLDG 30 SECTION 3 COLUMBUS OH 43215-0297		10. WT/VOL THIS PC 150 54	
11. TECH SUPPLY INFO		12. TYPE SERVICE	
		13. ORIGINATOR ON: 00543903	
		14. WARR 98298	
		15. SQUAD 000	
		16. CD REPRINT	

Check on a Shipment in VSM DSS, Continued

CBL

Vendor must print CBL twice:

- one for the driver
- one to keep once driver has accepted freight and signed bill.

Note: Block 14 of bill shows the carrier's Standard Carrier Alpha Code (SCAC). Freight must be given to carrier assigned on bill.

98643388 COMMERCIAL BILL OF LADING		ORIGINAL	B/L NO 1380VFDP *
1. TRANSPORTATION COMPANY TENDERED TO MENLO WORLDWIDE GOVT		2. SCAC MWWG	3. DATE B/L PREPARED 140201 (YYMMDD)
5. DESTINATION (Name, Address and ZIP code) BLDG 30 SECTION 3 COLUMBUS OH 43215-0297		6. DPIC (Dest) 363100000	8. ORIGIN (Name, Address and ZIP code) BATTLE CREEK ANG BASE 3387 W DICKMAN RD BATTLE CREEK MI 49037-0000
9. COMSIG (Name, Address and ZIP code of installation) DLA DISPOSITION SERVICES COLUMBUS 320 N JAMES RD GATE BLDG 30 SECTION 3 COLUMBUS OH 43215-0297		7. DPIC (Orig) 318140000	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-6000
12. APPROPRIATION CHARGEABLE 34P4		13. BILL CHARGES TO (Dept./Agency/ Bureau/Office mailing address and ZIP code) 3RD PARTY BILL DIRECT TO MENLO US-B ANK PO BOX 780428 ST LOUIS MO 63178	
14. VIA (Route agreed when advantageous to the Government) ULLQ TERMS: MILEAGE: 243		15. MARKS AND ANNOTATIONS TP-3 MDD-131218 (YYMMDD) 52' VAN/PLU 12-17-13,09:00 AM/DL 12-18-13,09:00-13:00 D/L POC1:C. FRAZEE PH# 814-882-8361,POC2:E.KEITT,PH# 814-882-2056	
16. PACKAGES 20 CT		17. -18. DESCRIPTION OF ARTICLES (Use carrier classification or tariff description if possible) THIS B/L CONSISTS OF 3 PAGES TOTAL CUBE 1087 TOTAL WT OF ARTICLES 3000 TOTAL PALLET WT 00 GROSS WT 3000	
19. WEIGHT * ACTUAL		FOR USE OF BILLING CARRIER ONLY Service Rate Charges TOTAL CHARGES	
20. TARIFF/SPECIAL RATE AUTHORITY MWWGLT		21. PICKUP SERV. FURNISHED <input type="checkbox"/> YES VEHICLE FULLY LOADED <input type="checkbox"/> YES	
23. STOP SUMMARY FOR		22. SHIPPER'S CARRIER WAY/FREIGHT BILL NO. AND DATE INITIALS	
25. CARRIER'S PICKUP DATE (Year, month & day)		24. FURNISH INFORMATION ON CAR/TRUCK/RADIO/CONTAINER SHIPMENTS INITIALS NO SERIAL NUMBERS DESCRIPTION MARKED CAPACITY DATE FURNISHED	
27. MODE A		26. SIGNATURE OF AGENT APPLIED BY 28a. PER 1380VFDP *	
29. ESTIMATE A		30. NO. OF CLIENTS 1	
31. TYPE 1		32. RATE 1	
33. PSC 1		34. REASON 1	
35. ISSUING OFFICE (Name and complete address) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-6000		36. DELIVERED ON (Year, month, & day) 1 / /	
37. GROSS DOSC		38. AT (Actual delivery point)	
39. ISSUING OFFICER TO,SUPPLY CHAIN TRANSPORTATION SHERRI TROUP		40. BY (Name of delivering carrier)	
41. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY		42. DATED	
43. FOB POINT (NAMED BY CONTRACT)		44. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED	
45. CARRIER OSAD REPORT ATTACHED <input type="checkbox"/>		46. NAME OF BILLING CARRIER	
47. QUANTITY AT DESTINATION FURNISHED <input type="checkbox"/>		48. SIGNATURE OF CARRIER'S AGENT	
49. ACCESSORIAL SERVICES CERTIFICATION ATTACHED <input type="checkbox"/>			

* Sizes also apply to measurements for shipments via air, truck or water carrier in cases where required.

Check on a Shipment in VSM DSS, Continued

Send email advising shipment is ready

Once shipment is in Print screen, an email is sent advising shipment is ready.

An example is shown below.

Sir/Ma'am,

Please be informed your CBL/MSL is available to print for shipment control number 10011102.

Carrier should arrive at your location NLT COB TOMORROW.

The driver will provide the offer number of 10011102.

If there are any issues, please contact our office before sending the driver away with no freight. Our office telephone number is 1-800-456-5507, hours of operation are 0600-1700 EST.

Vendor is alerted to print information and have shipment ready for carrier. Carrier will arrive according to hours of operation listed in VSM.

Processing Multiple Freight Piece Shipments

Steps for processing multiple freight piece shipments

Follow the steps below for processing multi-freight piece shipments.

Step	Action
1	<p>On the "ORIGIN PROCESSING" screen, select</p> <ul style="list-style-type: none"> • Purchase Order • Multiple Freight Piece. <p>Input total number multi-freight pieces.</p> <p>Click "Submit."</p>
2	<p>Select the radio button next to the appropriate Hazardous status and click "Submit."</p> <p>Three options are available.</p> <p>If shipment contains hazardous materials:</p> <ul style="list-style-type: none"> • Click on "Shipment contains regulated hazardous for transportation." • Click "Submit." • Once the pop up screen is displayed, click on "I agree." <p>Fill out the appropriate information.</p> <p>Click Submit.</p>
3	<p>On the "FOB Origin – Multi Freight Piece Processing" screen,</p> <ul style="list-style-type: none"> • select Type Pack, and • input Weight, Dimensions and Quantity. • click the radio button for Partial or Total shipment. <p>Vendor Reference Number may be added – this information will print on MSL (Military Shipping Label)</p> <p><u>Note:</u> Type Equipment is defaulted to LTL/Truckload. Do NOT change equipment unless another type is required (flatbed, RGN, etc.).</p> <p>Add carrier remarks if needed (Lift gate needed, stackable or non-stackable freight, etc.).</p> <p><u>Note:</u> If vendor advises freight requires Origin inspection, change Ship Date to allow time for inspection.</p> <p>Click "Submit" button.</p> <p>Vendors cannot see the shipment once it has been processed for freight, until it appears in their Print screen.</p>

Processing Multiple Freight Piece Shipments, Continued

Steps for processing multiple freight piece shipments, continued

Follow the steps below for processing multi-freight piece shipments.

Step	Action
4	<p data-bbox="381 390 592 422">Variance MPO</p> <p data-bbox="381 428 1258 464">On variance MPOs, include the variance approved in the contract by</p> <ul data-bbox="381 506 941 575" style="list-style-type: none"><li data-bbox="381 506 941 541">• selecting Shipment Variance code, and<li data-bbox="381 541 941 575">• inputting Quantity Variance Percentage. <p data-bbox="381 617 592 648">Click “Submit.”</p>

Processing Multiple Freight Piece Shipments, Continued

Step 1

On the "ORIGIN PROCESSING" screen, select

- Purchase Order
- Multiple Freight Piece.

Input total number multi-freight pieces.

Click "Submit."

Step 2

Select the radio button next to the appropriate Hazardous status and click "Submit."

Three options are available.

In this example we choose "Shipment contains non-hazardous material."

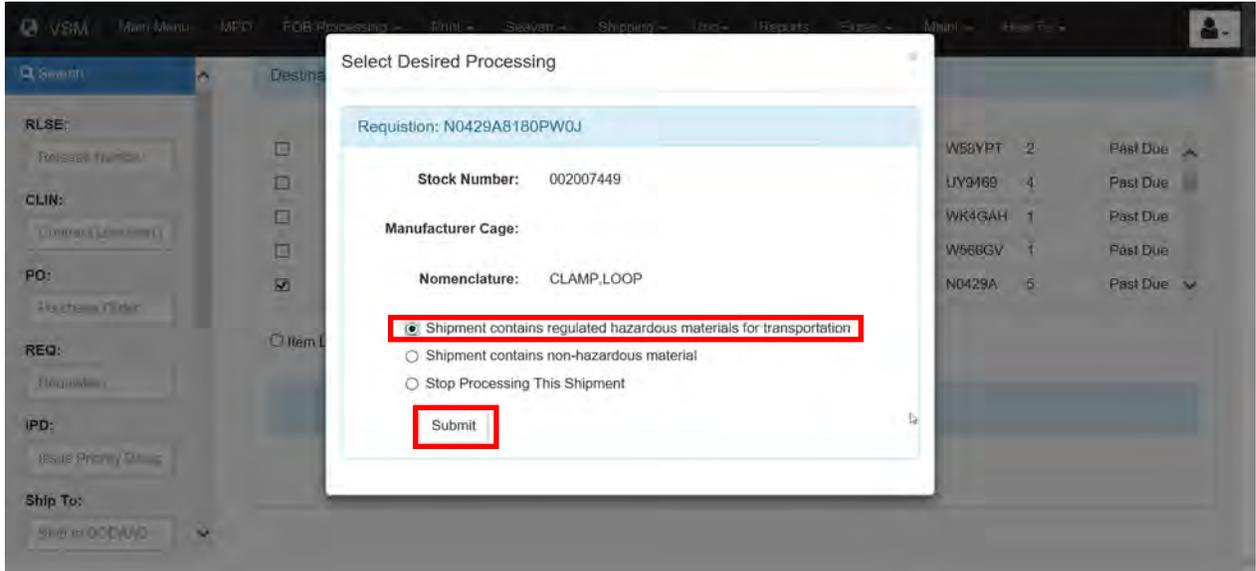
Click Submit.

Processing Multiple Freight Piece Shipments, Continued

Step 2, continued

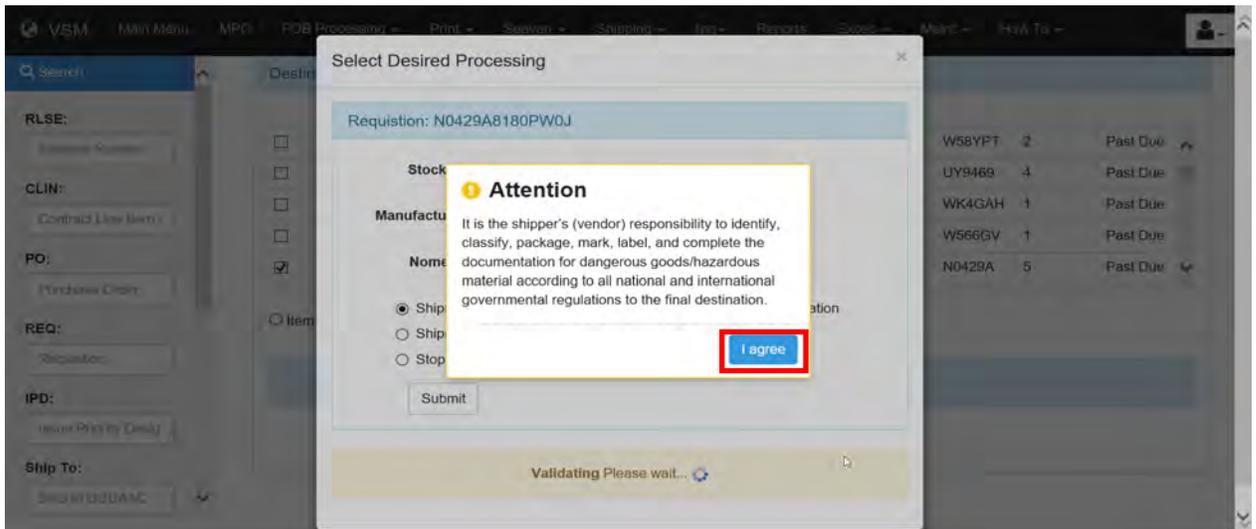
In this example we choose “Shipment contains regulated hazardous materials for transportation.”

Click Submit.



If the above option was chosen, the screen below will be displayed.

Click on “I agree.”



Processing Multiple Freight Piece Shipments, Continued

Step 2, continued

Fill out the appropriate information.

Click Submit.

The screenshot shows the VSM (Vendor Shipment Module) interface. At the top, there is a navigation bar with links: VSM, Main Menu, MPC, FOB Processing, Print, Seaman, Shipping, Inq, Reports, Except, Maint, and How To. Below the navigation bar is the header: DSS / Vendor Shipment Module LOCKHEED MARTIN CORP. TEST (A02769). The main content area is titled 'Destination: Hazardous Choice' and contains a form with the following fields:

- Requisition: W80TWT82220151
- Stock Number: 013774293
- CAGE: (empty)
- Cargo Code: Z
- Cargo Desc: (empty)
- Nomenclature: GUARD,SPLASH,VEHICU
- Proper Shipping Name: Required
- Technical Name: (empty)
- Un Class Cd: Select a UN Class Code (Required) ~
- Un Id Number: Required (UN NA or ID then 4 numbers)
- Packing Group: N/A, I, II, III
- Reportable Quantity Ind: N/A
- Passenger / Cargo Notif: N/A, Passenger, Cargo
- Limited Quantity Ind: N/A
- No. Of Packages: (empty)
- Hazardous Zone: N/A, A, B, C, D
- Dangerous Goods Quantity: (empty)
- Type Pack: CARTON ~
- Container Type: (empty)
- Dangerous Goods Unit of Measurement: (empty)
- Marine Pollutant Flag: N/A

At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'Reset'.

Processing Multiple Freight Piece Shipments, Continued

Step 3

On the "FOB Origin – Multi Freight Piece Processing" screen,

- select Type Pack, and
- input Weight, Dimensions and Quantity.
- click radio button for Partial or Total shipment.

Vendor Reference Number may be added – this information will print on MSL (Military Shipping Label)

Note: Type Equipment is defaulted to LTL/Truckload. Do NOT change equipment unless another type is required (flatbed, RGN, etc.).

Add carrier remarks if needed (Lift gate needed, stackable or non-stackable freight, etc.).

Note: If vendor advises freight requires Origin inspection, change Ship Date to allow time for inspection.

Click “Submit” button.

Vendors cannot see the shipment once it has been processed for freight, until it appears in their Print screen.

DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

FOB Origin - Multi Freight Piece Processing for RQN: W91EB8FRTTEST44

Piece Num	Weight	Length	Width	Height	Quantity
1	0	0	0	0	0
2	0	0	0	0	0

Type Pack: **CARTON**

Processing Type: Partial Total

Vendor Ref Num:

Carrier Remarks:

Available Date: 9/1/2017

Type Equipment: Van Closed, > 40 ft

Additional Remarks:

Stackable: Yes No

Submit Reset Num Freight Pos: 2 Remaining Qty: 200 Variance Qty: 200/200 Weight: 0 Cube: 0

Processing Manual Purchase Orders (MPO) with Quantity Variances

Variance MPOs

On variance MPOs, include the variance approved in the contract by

- selecting Shipment Variance code, and
- inputting Quantity Variance Percentage.

Click “Submit.”



Update Purchase Order

<p>CAGE: 12345</p> <p>Release Number: <input type="text" value="FAY2"/></p> <p>Requisition Number: <input type="text" value="W62G2T62020502"/></p> <p>Ultimate Consignee: <input type="text" value="W62G2T"/></p> <p>Manufacturers CAGE: <input type="text"/></p> <p>FSC: <input type="text" value="1560"/></p> <p>Unit of Issue: <input type="text" value="EA"/></p> <p>RDD: <input type="text"/></p> <p>Processing Type: <input type="text" value="Origin Processing"/></p> <p>Shipment Variance Code: <input type="text" value="No Variance"/> <input type="checkbox"/> No Variance <input type="checkbox"/> Over ship allowed <input type="checkbox"/> Under ship allowed <input type="checkbox"/> Both over/under </p>	<p>Agency: DLA</p> <p>Clin: <input type="text" value="0001"/></p> <p>Purchase Order Number: <input type="text" value="SP03002020000"/></p> <p><input checked="" type="radio"/> Nlin: <input type="text" value="00-123-1234"/> <input type="radio"/> Part Number: <input type="text"/></p> <p>NOMEN: <input type="text" value="VEHICLE EQUIP COMP"/></p> <p>Quantity: <input type="text" value="20"/></p> <p>IPD: <input type="text" value="12"/></p> <p>Unit Price: <input type="text" value="51"/></p> <p>Contract Delivery Date: <input type="text" value="07/29/2016"/></p> <p>Project Code: <input type="text"/></p>
---	---

Submit **Reset**

Processing All Packed in One

Steps for processing All Packed in One

Follow the steps below for processing All Packed in One.

Step	Action
1	<p>Select two or more shipments going to the same ultimate Destination.</p> <p>Click "All Packed in One" button</p> <p>Click "Submit."</p> <p><u>Note:</u> "IPD," "Ship To" and "Ultimate" all have to be the same for an all packed in one.</p>
2	<p>On the "FOB Origin – All Packed in One Processing" screen, select Partial or Total for each Requisition number.</p> <p><u>Note:</u> One of the Requisitions <u>must</u> be a total quantity – you cannot ship all partials together.</p> <p>Input:</p> <ul style="list-style-type: none">• Quantity• Total weight• Dimensions <p>Select Type Pack.</p> <p>Click "Submit."</p>

Processing All Packed in One , Continued

Step 1

Select two or more shipments going to the same ultimate Destination.

Click "All Packed in One" button

Click “Submit.”

Note: "IPD," "Ship To" and "Ultimate" all have to be the same for an all packed in one.

The screenshot shows the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The main area is titled 'Origin Processing For DPDD'. On the left, there is a sidebar with search filters for RLSE, CLIN, PO, REQ, IPD, Ship To, and ULT. The main table lists several shipments with columns for Rise, CLIN, Purchase Order Number, Requisition Number, CDD, IPD, Ship To, Ultimate, Qty Open, and SCN. Two rows are selected with checkboxes: 'TEST' (ERIN, SPMERINTEST1) and 'MSG05' (0002, SPE300000000). Below the table, there is a button labeled 'All Packed in One' and a 'Submit' button. The 'Submit' button is highlighted with a red box. Below the table, there is a section for 'Pending Shipments Available to Process' and a 'Number of records: 2' indicator.

	Rise	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	NIN	0001	SPE300000000	N2391471940506		12	000301	N23914	800	
<input checked="" type="checkbox"/>	TEST	ERIN	SPMERINTEST1	W25G1U72130507		12	W25G1U	W25G1U	500	
<input type="checkbox"/>	FMSADR	TEST	SPE300000000	PCN05V71670001	2017207	03	PCNOCK	PCNOCK	100	Past Due
<input type="checkbox"/>	MSG05	0001	SPE300000000	N2391471940512	2017208	05	SW2147	N23914	5	Past Due
<input checked="" type="checkbox"/>	MSG05	0002	SPE300000000	W25G1U71840512	2017208	05	W25G1U	W25G1U	2	Past Due

Processing All Packed in One, Continued

Step 2

On the "FOB Origin – All Packed in One Processing" screen, select Partial or Total for each Requisition number.

Note: One of the Requisitions must be a total quantity – you cannot ship all partials together.

Input:

- Quantity
- Total weight
- Dimensions

Select Type Pack.

Click “Submit.”



DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

FOB Origin - All Packed In One Processing

Requisition	Processing Type	Quantity	Status
W25G1U72130607	<input type="button" value="Partial"/> <input checked="" type="button" value="Total"/>	500 of 500	✔ OK
W25G1U71640512	<input type="button" value="Partial"/> <input checked="" type="button" value="Total"/>	2 of 2	✔ OK

Total Weight:

Type Pack:

Type Equipment:

Carrier Remarks:

Dimension: L: 48 W: 48 H: 48 Cube: 64

Vendor Ref Num:

Available Date:

Additional Remarks:

Number of Rqns: 2

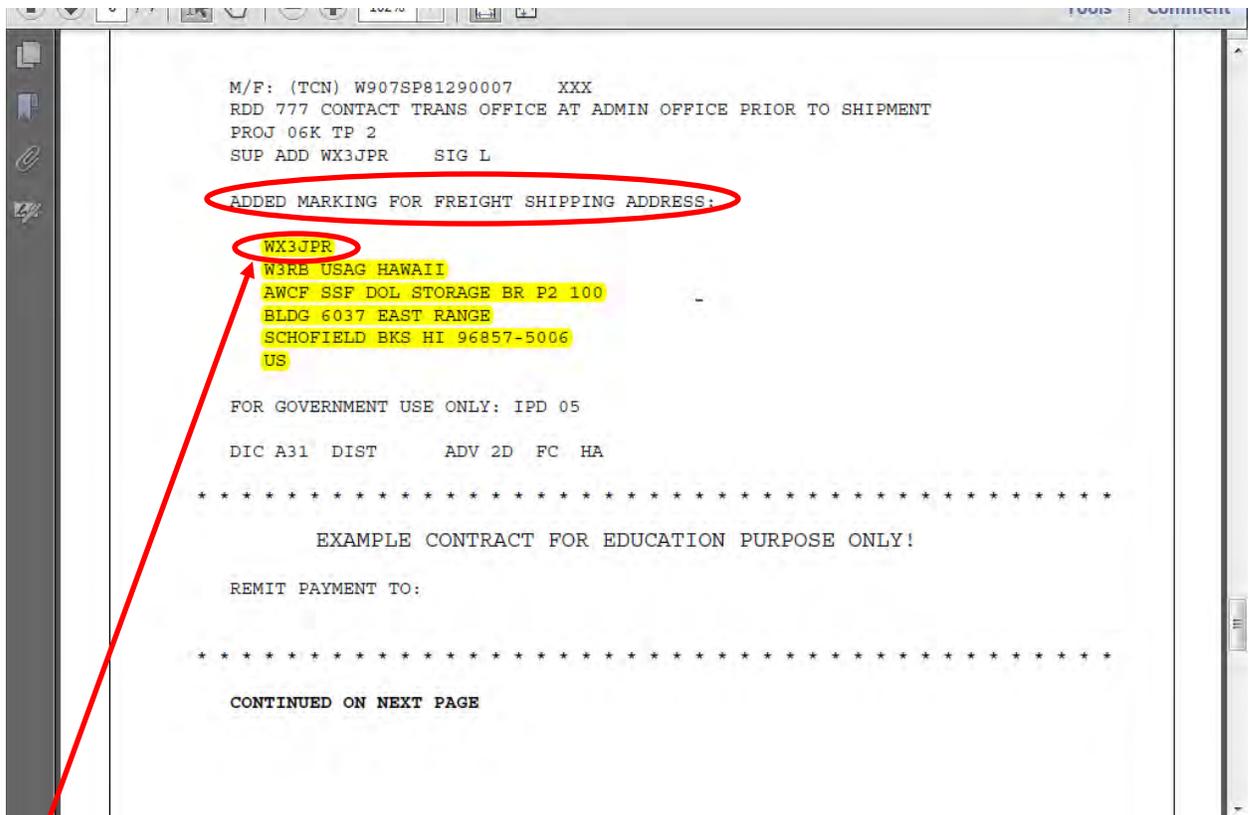
Additional Vendor Information

If your shipment requires a DCMA inspection

DO NOT ENTER ANYTHING INTO VSM UNTIL AFTER THE INSPECTION HAS BEEN COMPLETED.

If you do not follow this procedure, a carrier will arrive at the facility and shipment will not be able to be released. **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. *Once 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.

Shipping Documents/Date Carrier Expected at Facility After VSM Processing

Some things to keep in mind after VSM processing

After VSM processing, remember:

- **DO NOT CONTACT 3PL PERTAINING TO YOUR SHIPMENTS.**
- Any questions relating to shipments are to be directed to the Defense Logistics Agency (DLA) Distribution Transportation Office at delivery@dla.mil or 800-456-5507.
- ALL shipments should be packed and ready for shipment at the time you process in the VSM.
- Small Parcel Shipments are shipments that are less than 150 lbs., less than 108 inches, less than 12 cubic feet and are under a total girth of 130. Girth is calculated – length plus twice the width and twice the height (L + W(x2) + H (x2)).
- Your freight shipment **must** be packed and ready for shipment at the time you process within the VSM. A carrier will arrive at your facility to pick up this shipment by the below chart. You must print the MSL along with your documentation.

Carrier Offer Number

Carrier will arrive 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 SCN or the acronym for Master Bill Number (MBN) and the actual eight-digit shipment control number or MBN applied to that particular shipment.

Shipping Documents/Date Carrier Expected at Facility After VSM Processing, Continued

Carrier Offer Number, continued

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.

The screenshot shows the 'Update Vendor Profile' page for the Defense Logistics Agency A12345. The page includes a navigation menu with options like 'Logoff', 'Main Menu', 'MPO', 'FOB Processing', 'PRINT', 'Seavan', 'Shipping', 'Reports/Queries', 'Exceptions', and 'Maintenance'. The main content area is titled 'Update Vendor Profile' and contains several sections: 'Vendor', 'Address Information', 'Point-of-Contact Information', and 'Default Form Print Settings'. The 'Vendor' section includes fields for 'Company Name' (DEFENSE LOGISTICS AGENCY), 'Vendor DODAAC' (A12345, highlighted with a red box), and 'Assigned CAGE Codes' (12345). The 'Address Information' section includes fields for 'Country' (UNITED STATES OF AMERICA), 'Street Address 1' (2001 MISSION DR), 'Street Address 2' (BLDG 54/BAY 5), 'City' (NEW CUMBERLAND), 'State/Province' (PENNSYLVANIA), 'Zip' (17070), and 'SPLC' (209405270). The 'Point-of-Contact Information' section includes fields for 'POC' (JENNIFER HILLMAN), 'Phone Nbr' (717-770-6830), 'Email Address' (JENNIFER.HILLMAN@DLA.MIL), and 'Fax Nbr' (7175557777).

a. Offer Number for a single shipment = Vendor DODAAC + “SCN” + 01234567

Example: A12345SCN01234567

b. Offer Number for a Master Bill = Vendor DODAAC + “MBN” + 00001234

Example: A12345MBN00001234

c. The location of the SCN & MBN on the CBL is addressed on the following pages.

To know what carrier is picking up the freight, take the VIA SCAC from the CBL shown on the following slides, and look it up on the SCAC list at the end of this document.

Where Information is Located on the CBL

Introduction

When vendors contact DLA Distribution for assistance, they will need to provide the CBL number, SCN or MBN.

The following pages contain screen prints, which illustrate where this information is located on the CBL.

VIA SCAC

The VIA SCAC is displayed in box 14. This is the Carrier that has been awarded to pick up the shipment.

Shipment Control Number

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.

CBL

The CBL number is located on the upper right hand side of the CBL.

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

09419181		COMMERCIAL BILL OF LADING		ORIGINAL	B/L NO.	13AWYHDP
1. TRANSPORTATION COMPANY TENDERED TO MENLO WORLDWIDE GOVT		2. SCAC MWWG	3. DATE B/L PREPARED 131101 (YYMMDD)	4. ROUTE ORDER/RELEASE NUMBER RTDTCILT		
5. DESTINATION (Name, Address and ZIP code) 6881 IVY RD BLDG 9057 FORT BENNING GA 31905-5182		6. SPLC (Dest.) 464630250	8. ORIGIN (Name, Address and ZIP code) NAME OF YOUR COMPANY INC 123 MAIN STREET SOMEWHERE PA 17070-0000			
9. CONSIGNEE (Name, Address and ZIP code of installation) W6YG USALRCTR FT BENNING CENTRAL RECEIVING POINT 6881 IVY RD BLDG 9057 FORT BENNING GA 31905-5182		7. SPLC (Orig.) 201788000	10. GBLOC (Cons.) IOOI	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000		
12. APPROPRIATION CHARGEABLE S2NF		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) THIRD PARTY BILL DIRECT TO MENLO-US BANK				
14. VIA (Route shipment when advantageous to the Government) EXLA TERMS: MILEAGE: 902		15. MARKS AND ANNOTATIONS DEL ISSUES CALL MENLO 800-301-8176 FINAL STOP FT BENNING W/SPLITS THIS US GOVERNMENT SHIPMENT IS SUBJECT TO THE TERMS AND CONDITIONS LISTED IN 41 CFR 102-				
16. PACKAGES NO. KIND		17. 18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible.) CLASSIFICATION ITEM NO.		19. WEIGHT * (Pounds only)		FOR USE OF BILLING CARRIER ONLY Services Rate Charges

Where Information is Located on the CBL, Continued

Master Bill Number

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

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

MSTR00001597		COMMERCIAL BILL OF LADING		ORIGINAL	B/L NO. 13AWYADP
1. TRANSPORTATION COMPANY TENDERED TO MENLO WORLDWIDE GOVT		2. SCAC MWWG	3. DATE B/L PREPARED 131101 (YYMMDD)	4. ROUTE ORDER/RELEASE NUMBER RTDTCILT	
5. DESTINATION (Name, Address and ZIP code) REC WHSE 57 TRACY CA 95304-5000		6. SPLC (Dest.) 875694000	8. ORIGIN (Name, Address and ZIP code) NAME OF YOUR COMPANY INC. 123 MAIN STREET SOMEWHERE GA 30153-9902		
9. CONSIGNEE (Name, Address and ZIP code of installation) W1BG DLA DISTRIBUTION 25600 S CHRISMAN ROAD REC WHSE 57 TRACY CA 95304-5000		7. SPLC (Orig.) 456630000	10. GBLOC (Cons.) IOOI	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000	
12. APPROPRIATION CHARGEABLE S2NF		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) THIRD PARTY BILL DIRECT TO MENLO-US BANK			
14. VIA (Route shipment when advantageous to the Government) EXLA TERMS: MILEAGE: 2376		15. MARKS AND ANNOTATIONS TP-3 MDD-131112 (YYMMDD) USML ITEM(S) WAIVER SEE CONT PG(S).AVAILABLE FOR IMMEDIATE PICK UP BET WEEN 2:00 AND 5:00 PM EDT			
15. MARKS AND ANNOTATIONS DEL ISSUES CALL MENLO 800-301-8176 THIS US GOVERNMENT SHIPMENT IS SUBJECT TO THE TERMS AND CONDITIONS LISTED IN 41 CFR 102-117 AND 41 CFR 102-118.					
16. PACKAGES	17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible.)		19. WEIGHT *	FOR USE OF BILLING CARRIER ONLY
NO.	KIND	CLASSIFICATION ITEM NO.		(Pounds only)	Services Rate Charges
11	CR	THIS B/L CONSISTS OF 3 PAGES		ACTUAL	

Where Information is Located on the CBL, Continued

Driver instructions

Driver instructions are included in the "Description of Articles" area.

SCN

The Master Bill is displayed on page 1 and the lead SCN is displayed at top of following page(s).

CBL

The CBL carries over on the top of each page.

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

09418168		ORIGINAL	B/L NO. ► 13AWYADP *			
COMMERCIAL BILL OF LADING CONTINUATION SHEET		SHEET NO. 2 OF 3				
ISSUING OFFICE (Name and complete address) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000						
PACKAGES	HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	WEIGHT *	FOR USE OF BILLING CARRIER ONLY		
NO.	KIND		(Pounds only)	Services	Rate	Charges
		CUSTOMER SERVICE 209-839-4105 24 HR ADV DELIVERY APPT CCP 209-839-5028 CENTRAL RECEIVING 209-839-4307. RE CEIVING HRS 0500-1330 M-F. SHIPPER TO LOAD CONSIGNEE TO UNLOAD. DOES NOT APPLY TO TOW AWAY SHIPMENTS. FREIGHT, ALL KINDS RATE (S) APPLY. COMPLY WITH MFTURP CURRENT VERSION AND SUBSEQUENT UPDATES.				

Where Information is Located on the CBL, Continued

TCN

The 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.

Quantity	Carrier	Origin	Destination	Commodity Description	Weight	TCN
1	CR	NMFC 181160	SUF Z CUBE 58	TANKS FUEL AIRCRAFT ALUM APPN S2NF FOR W62G2T RDD 0 PROJ	220	TCN W62G2T31413254XEX TP-3
2	CR	NMFC 181160	SUF Z CUBE 98	TANKS FUEL AIRCRAFT ALUM APPN S2NF FOR W62G2T RDD 0 PROJ	570	TCN W62G2T32821001XDX TP-3
2	CR	NMFC 181160	SUF Z CUBE 98	TANKS FUEL AIRCRAFT ALUM APPN S2NF FOR W62G2T RDD 0 PROJ	570	TCN W62G2T33010501XBX TP-2
4	CR	NMFC 181160	SUF Z CUBE 196	TANKS FUEL AIRCRAFT ALUM APPN S2NF FOR W62G2T RDD 0 PROJ	1140	TCN W62G2T33010511XXX TP-2

* Show also cubic measurements for shipments via air, truck or water carrier in cases where required.

Freight Shipments Outside 3PL Contract

Alternate processes

Alternate processes are used when specialized equipment is needed to move a shipment. This includes Flatbeds, RGNs, and other specialized equipment. This also applies to Canadian shipments.

Steps for processing shipments outside 3PL contracts

Follow the steps below for processing shipments outside 3PL contracts.

Step	Action
1	<p>Click on Shipping tab. Click on Freight Release from dropdown menu.</p> <p>Click on "Freight Release" tab.</p> <p>This brings up all vendor freight shipments needing processed.</p>
2	<p>Go to Vendor site in VSM.</p> <p>Select the shipment you will process and click "Submit."</p>
3	<p>Input shipment data and select appropriate equipment type.</p> <p><u>Note:</u> You will be able to select a specific character equipment code later in the process.</p> <p>Click the "Submit" Button.</p>
4	<p>Select "Freight Release GFM" from the "Shipping" tab.</p>
5	<p>Select your Shipment from the list and click the "Submit" button.</p> <p><u>Note:</u> If your shipment is not there, ensure you have selected a "Flat Bed" as your "Type Equip".</p> <p>Click "Submit."</p>
6	<p>The "Freight GFM" Screen is displayed.</p> <p>You can now select a specific equipment code from the "EQUIPMENT TYPE" drop down list.</p>
7	<p>Verify the "REQUESTED EARLY PICKUP, LATE PICKUP and REQUIRED DELIVERY" are valid.</p> <p>The "NOTES" section should be left BLANK. When this section is populated, the ATR will be sent to SDDC G9 for review. This will cause delays in the return of the Carrier List. These are not notes to the carrier and the carrier will never see them.</p> <p>Click "Submit."</p>
8	<p>Accessorials may be added i.e. protective tarps, extra chains, etc. in the "ACCESSORIAL CHARGES" SECTION if required.</p> <p>Click the "Submit" button.</p>

Freight Shipments Outside 3PL Contract, Continued

Steps for processing shipments outside 3PL contracts, continued

Follow the steps below for processing shipments outside 3PL contracts.

Step	Action
9	<p>A refreshed “Freight GFM” screen is displayed with update changes.</p> <p>Verify changes and click the “Send ATR” button if all data is correct.</p> <p><u>Note:</u> If further changes are required click the “Reset” button to enter them.</p>
10	<p>If ATR request was successfully sent, “Freight Release Shipments for GFM Processing” screen will be displayed.</p> <p>Select “Freight Release GFM In Process” from the “Shipping” tab.</p>
11	<p>Locate your shipment and verify it is in “IA” (In ATR) status.</p> <p>Click “Submit.”</p> <p>You must now wait the assigned “Response Time” for a Carrier list to be returned.</p> <p>Once carrier list returns, shipment will not appear on this screen and is moved to “Review.”</p>
12	<p>A detailed status event listing can be shown by selecting “GFM InProcess Status” in the “Exceptions” tab.</p>
13	<p>Input the Shipment Control Number (SCN) or Master Bill Number and click the “Get Status” button.</p>
14	<p>A listing of statuses is displayed from the bottom up of all statuses.</p>
15	<p>Select “Review” from the “Shipping” tab when shipment status shows “CL” (Carrier List) or is no longer visible on the “GFM In Process Status” selection.</p>
16	<p>Select your shipment and click the “Submit” button.</p>
17	<p>Carrier must be contacted to make the pickup arrangements for the shipment after the carrier has been Auto Awarded the shipment and before the day of pickup.</p> <p>(Note: Since VSM utilizes Auto Award, there is no requirement to contact the carrier within 1 hour)</p>
18	<p>Review bill and select the “Accept and Print” button.</p>
19	<p>Printing works as usual. After print the shipment will move to the “Awaiting carrier Pickup” screen.</p>
20	<p>Select “Awaiting carrier Pickup” from the “Shipping” tab.</p>
21	<p>Click the “GFM AWARD/INCIDENT” button.</p>
22	<p>If carrier has confirmed acceptance of shipment, no further action is required until pick-up.</p>

Freight Shipments Outside 3PL Contract, Continued

Steps for processing shipments outside 3PL contracts, continued

Follow the steps below for processing shipments outside 3PL contracts.

Step	Action
23	<p>If Auto Awarded carrier indicates they cannot accept shipment, then a negative incident will be recorded.</p> <p>Click the drop down arrow on the “GFM AWARD/INCIDENT” screen.</p>
24	<p>A list of incident codes and explanations will be displayed.</p> <p>Select the appropriate code (COMMITMENT WITHDRAWAL would be used in this case).</p> <p>Click the “Submit” button.</p>
25	<p>The next carrier on the Carrier List will now be displayed.</p> <p>Call carrier and confirm they can accept the shipment.</p> <p>If carrier cannot accept the shipment, an incident code of “N1” (Excusable Refusal) will be recorded and the next carrier be displayed.</p> <p>Repeat actions on this page until a carrier accepts.</p>
26	<p>If carrier accepts the shipment, they must be awarded the shipment using the drop down arrow.</p> <p>Click the “Submit” button. And the shipment will return to the “Review” screen to prepare the new B/L for the Awarded carrier.</p>
27	<p>For a closeout of a shipment the Transportation Agent (TA) can set how many days a shipment can sit on this page. From the SC3101 Update Vendor Profile Page.</p> <p>At the bottom the Auto Closeout Delay was added: the delay is up to 5 days.</p> <p>This is how long a shipment will sit on the Awaiting Carrier pickup page. It can be set to No Delay or up to 5 days.</p> <p>Once the shipment that has been printed it will sit on the page and not close out till whatever the delay is set has been reached.</p> <p>For example, the Delay is 5 days and the late pickup date is Dec 5, the shipment will get closed out on Dec 12, which is 5 business days. If there is a holiday in between those days it will skip the holiday. It will not be included in the calculation.</p> <p><u>Note:</u> You can closeout a shipment if it has been shipped and picked up even if the 5-day delay is set. Just select the Pickup Complete button. This will close out all the tables and send the 858 transaction.</p>

Freight Shipments Outside 3PL Contract, Continued

Step 1

Click on Shipping tab. Click on Freight Release from dropdown menu.

Click on "Freight Release" tab.

The screenshot shows the VSM application interface. The top navigation bar includes 'VSM', 'Main Menu', 'MPO', 'FOB Processing', 'Print', 'Seaman', 'Shipping', 'Inq', 'Reports', 'Excep', 'Maint', and 'How To'. The 'Shipping' dropdown menu is open, showing 'Freight Release' (highlighted), 'Review', and 'Awaiting Carrier Pickup'. The page title is 'DSS / Vendor Shipment Module LOCKHEED MARTIN CORP. TEST (A02769)'. The 'Freight Release' tab is active, displaying a table with one entry:

Select	From	To	Pickup	SCN	TCN	WT	Cube	IPG	Type/Haz	E219 Dt Time	Status	ATR Dt Time	PrePlan	Type	Shipping
<input type="checkbox"/>	ADW6U7	FEMA01	09/13/17	20002170	7033E97243CM22XB	36140	2773.333	3	IN					AV3	Freight Release

Showing 1 to 1 of 1 entries

The screenshot shows the VSM application interface for 'DEFENSE LOGISTICS AGENCY (A12345)'. The 'Freight Release' tab is active, displaying a table with 9 entries:

Select	From	To	Pickup	SCN	TCN	WT	Cube	IPG	Type/Haz	E219 Dt Time	Status	ATR Dt Time	PrePlan	Type	Shipping	More Info
<input type="checkbox"/>	A50CP2	W69ME5	0805/17	15341425	W69ME57272626XXX	487	42.55	2	2IN					AV3	Freight Release	i
<input type="checkbox"/>	A50CP2	320301	0805/17	15341417	S0238972415821XXX	1430	144.444	3	2IN				ITN ENTRY	AV3	Freight Release	i
<input type="checkbox"/>	A50CP2	W830AKM	0805/17	15341382	W830AKM2382913XXX	2966	307.777	2	2IN					AV3	Freight Release	i
<input type="checkbox"/>	A12345	000301	0805/17	1529429	N2391471890901XXX	1000	7.407	3	2IN					AV3	Freight Release	i
<input type="checkbox"/>	810R79	0001MJ	08/11/17	15286098	N8700792138P87XXX	487	33.333	2	2IN				ITN ENTRY	AV3	Freight Release	i
<input type="checkbox"/>	H3Y94W	0001MJ	06/20/17	14996719	UY036871710582XXX	28340	1140	3	IN					AV3	Freight Release	i
<input type="checkbox"/>	ESBHG1	0001MJ	06/16/17	14880231	UY036071670503XXX	9045	471	3	IN					AV3	Freight Release	i
<input type="checkbox"/>	A06JL	S23279	08/21/16	13738723	S2327962590217XXX	10240	1339.344	3	IN					AP3	Freight Release	i
<input type="checkbox"/>	ELCQ2W	UY0017	06/13/16	13702085	UY001762305548XXX	36800	1462.862	3	IN					AP3	Freight Release	i

Showing 1 to 9 of 9 entries

Freight Shipments Outside 3PL Contract, Continued

Step 2

Go to Vendor site in VSM.

Select the shipment you will process and click “Submit.”

The screenshot displays the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The main heading is 'Freight Release'. Below this, there are five tabs: 'Freight Release', 'Freight Release 3PL', 'Freight Release 3PL In Process', 'Freight Release GFM', and 'Freight Release GFM In Process'. The 'Freight Release' tab is active. A search bar is present with the text 'Search the table. To search more than one column, put a space between each word.' Below the search bar is a table with columns: Select, From, To, Pickup, SCN, TCN, WT, Cube, IFC, Type/Rate, ETR DT Time, Status, ATR DT Time, PrePlan, Type, Shipping, and More Info. The first row of the table is selected, indicated by a red box around the 'Select' checkbox. Below the table, it says 'Showing 1 to 9 of 9 entries.' and 'Selected Records: 15341430'. At the bottom left, there is a 'Submit' button highlighted with a red box.

Select	From	To	Pickup	SCN	TCN	WT	Cube	IFC	Type/Rate	ETR DT Time	Status	ATR DT Time	PrePlan	Type	Shipping	More Info
<input checked="" type="checkbox"/>	A50CP2	W00VES	060517	15341430	W00VES2732520000	487	42.58	2	ZN					A13	Freight Release	i
<input type="checkbox"/>	A50CP2	000001	060517	15341417	S0000724105010000	1430	144.444	3	ZN				ITH ENTRY	A13	Freight Release	i
<input type="checkbox"/>	A50CP2	W00W0M	060517	15341302	W00W0M273252015000	2988	307.777	2	ZN					A13	Freight Release	i
<input type="checkbox"/>	A12345	000001	060517	15325428	K2391471808011000	1000	9.407	3	ZN					A13	Freight Release	i
<input type="checkbox"/>	B0278	0001M	061117	15260266	H07027623M137000	467	33.323	2	ZN				ITH ENTRY	A13	Freight Release	i
<input type="checkbox"/>	H01048	0001M	060217	1486719	U1028811105020000	28340	1140	3	RI					A13	Freight Release	i
<input type="checkbox"/>	E58H01	0001M	061617	14880221	U102807105030000	9045	471	3	RI					A13	Freight Release	i
<input type="checkbox"/>	A050L	S23078	060216	13738733	S212762500217000	12240	1339.344	3	RI					A13	Freight Release	i
<input type="checkbox"/>	B0202W	U10017	061316	13702055	U1001762055460000	36930	1462.962	3	RI					A13	Freight Release	i

Freight Shipments Outside 3PL Contract, Continued

Step 3

Input shipment data and select appropriate equipment type.

Note: You will be able to select a specific character equipment code later in the process.

Click “Submit.”

The screenshot shows a web form titled "FOB Origin Single Variance Processing". Key fields include:

- Requisition Control Number: W25G1U72771279
- Processing Type: Partial
- Quantity: 5 of 5
- Total Weight: 2000
- Dimensions: L: 48, W: 48, H: 48
- Cube: 64
- Type Pack: SKID (selected in a dropdown menu)
- #Pcs/Pallet: 0
- Type Pack Pallet: CARTON
- Stackable: No (selected)
- Buttons: Submit, Reset

 A red box highlights the "Type Pack" dropdown menu, and a red arrow points to the "Submit" button.

Step 4

Select “Freight Release GFM” from the “Shipping” tab.

The screenshot shows the "DSS / Vendor Shipment Module" interface for the "DEFENSE LOGISTICS AGENCY (A12345)". The "Freight Release" section is active, with the "Freight Release GFM" sub-tab selected. Below the tabs is a search bar and an "Excel" button. A table displays shipment data with columns for Select, From, To, Pickup, SCN, TCN, WT, Cube, IPG, Type/Hz, E219 DT Time, Status, ATR DT Time, PrePlan, Type, Shipping, and More Info. The table contains 9 rows of data. At the bottom, there are "Submit" and "Reset" buttons.

Select	From	To	Pickup	SCN	TCN	WT	Cube	IPG	Type/Hz	E219 DT Time	Status	ATR DT Time	PrePlan	Type	Shipping	More Info
<input type="checkbox"/>	AX1485	UY9344	091317	15348260	UY934472282477000	2299	2738.002	3	AV					AV3	GFM	
<input type="checkbox"/>	862789	SX1283	091417	15316552	SX1283723488440000	8160	2773.333	3	AV					AV2	GFM	
<input type="checkbox"/>	862789	SX1283	091417	15316537	SX1283723488430000	8160	2773.333	3	AV					AV2	GFM	
<input type="checkbox"/>	862789	SX1283	091417	15318529	SX1283723488420000	8160	2773.333	3	AV					AV2	GFM	
<input type="checkbox"/>	A02655	BJ8100	092917	15315999	BJ817261900047000	630	47.777	1	2AV					AV3	GFM	
<input type="checkbox"/>	A02655	BJ8100	092917	15315619	BJ817261900020000	13702	486.666	1	2AV					AV3	GFM	
<input type="checkbox"/>	A02655	BJ8100	092917	15315744	BJ81726190001008K	1290	51.111	1	2AV					AV3	GFM	
<input type="checkbox"/>	A02655	BJ8100	092917	15315673	BJ817262000120000	8588	189.889	1	AV					AV3	GFM	
<input type="checkbox"/>	C00242	S23109	042417	14888429	S2312910702720000	36000	2430	3	AV					AV3	GFM	

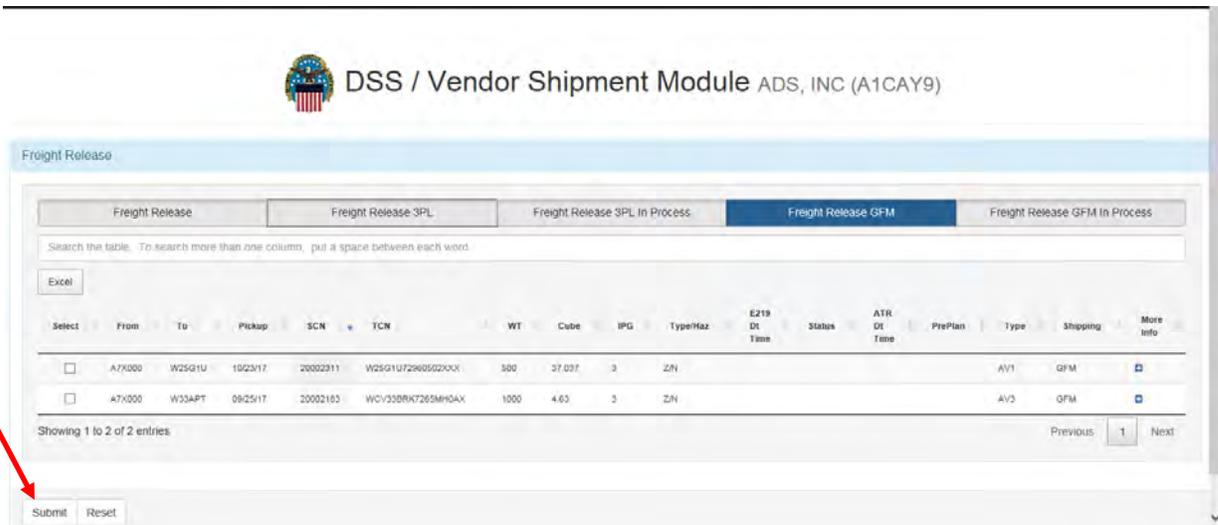
Freight Shipments Outside 3PL Contract, Continued

Step 5

Select your Shipment from the list and click the “Submit” button.

Note: If your shipment is not there, ensure you have selected a “Flat Bed” as your “Type Equip”.

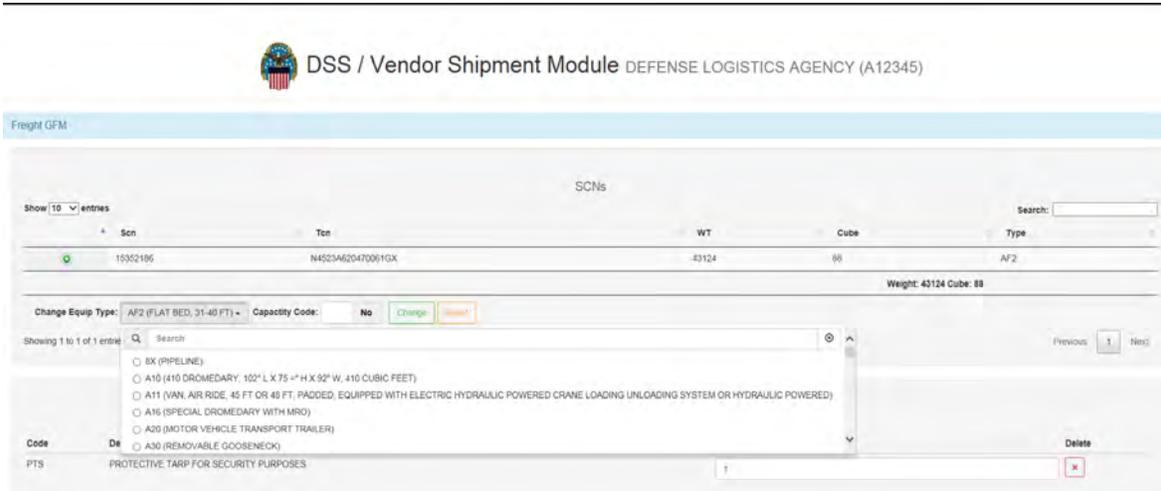
Click “Submit.”



Step 6

The “Freight GFM” screen is displayed.

You can now select a specific equipment code from the “EQUIPMENT TYPE” drop down list.



Freight Shipments Outside 3PL Contract, Continued

Step 7

Verify the “REQUESTED EARLY PICKUP, LATE PICKUP and REQUIRED DELIVERY” are valid.

The “NOTES” section should be left BLANK. When this section is populated, the ATR will be sent to SDDC G9 for review. This will cause delays in the return of the Carrier List. These are not notes to the carrier and the carrier will never see them.

Click “Submit.”

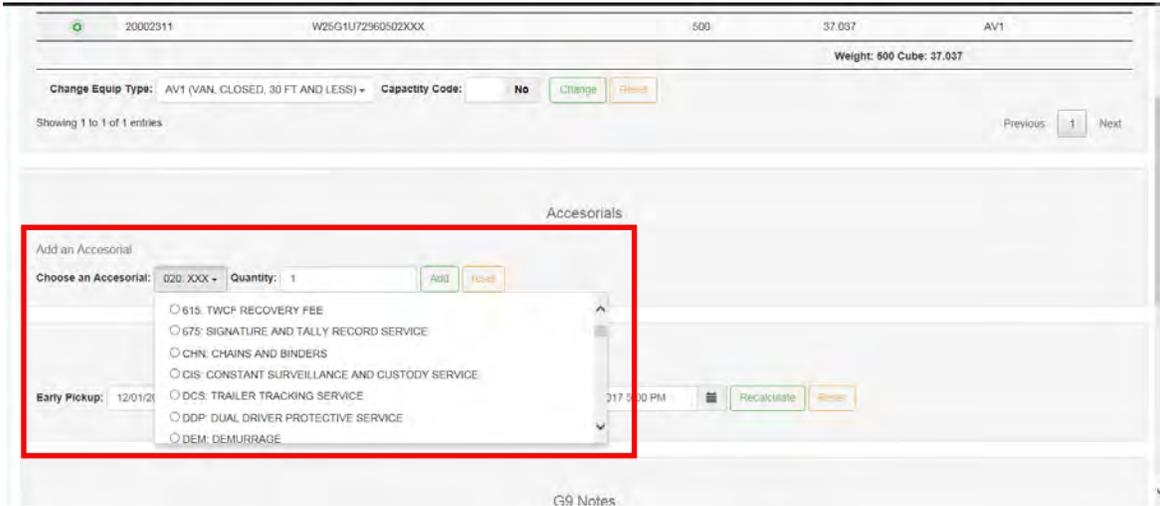
The screenshot displays a web application interface for freight shipment processing. At the top, there is a 'Dates' section with three input fields: 'Early Pickup: 12/01/2017 10:52 AM', 'Late Pickup: 12/04/2017 2:00 PM', and 'Delivery: 12/14/2017 5:00 PM'. Below these fields are two buttons: 'Proceed' and 'Cancel'. The next section is 'G9 Notes', which contains an 'ADD NOTE' input field and a 'Submit' button. The following section is 'Carrier Remarks', which has a 'Remark' input field containing 'NOTE ADDED', a 'Delete' button, and a 'SUBMIT' button. Below the 'Carrier Remarks' section is a yellow callout box with a red arrow pointing to the 'Submit' button at the bottom left of the interface. The callout box contains the text: 'Do not click “Submit” if there are any other edits on this screen. Proceed to Step 8.'

Freight Shipments Outside 3PL Contract, Continued

Step 8

Accessorials may be added i.e. protective tarps, extra chains, etc. in the “ACCESSORIAL CHARGES” SECTION if required.

Click the “Submit” button.

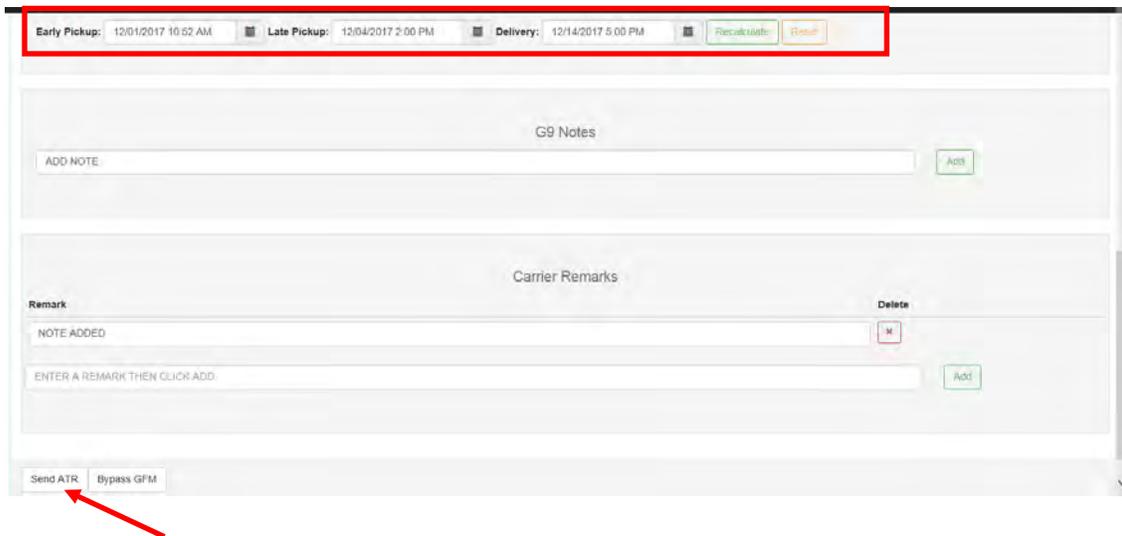


Step 9

A refreshed “Freight GFM” screen is displayed with update changes.

Verify changes and click the “Send ATR” button if all data is correct.

Note: If further changes are required, click the “Reset” button to enter them.



Freight Shipments Outside 3PL Contract, Continued

Step 10

If ATR request was successfully sent, “Freight Release Shipments for GFM Processing” screen will be displayed.

Select “Freight Release GFM In Process” from the “Shipping” tab.

The screenshot shows the 'DSS / Vendor' interface for 'Module ADS, INC (A1CAY9)'. A dropdown menu is open under 'Freight Release', with options 'Review' and 'Awaiting Carrier Pickup'. The main content area is titled 'Freight Release' and features a tabbed interface. The 'Freight Release GFM In Process' tab is selected and highlighted in red. Below the tabs is a search bar and an 'Excel' button. A table displays shipment data with columns for Select, From, To, Pickup, SCN, TCN, WT, Cube, IPG, Type/Haz, E219 Dt Time, Status, ATR Dt Time, PrePlan, Type, Shipping, and More Info. Five rows of data are visible, all with 'GFM in process' in the Shipping column.

Select	From	To	Pickup	SCN	TCN	WT	Cube	IPG	Type/Haz	E219 Dt Time	Status	ATR Dt Time	PrePlan	Type	Shipping	More Info
<input type="checkbox"/>	A7X000	W25G1U	12/04/17	20002311	W25G1U72960502XXX	500	37.037	3	Z/N					AV3	GFM in process	+
<input type="checkbox"/>	A7X000	W25G1U	09/14/17	20002172	W25G1U70190501XNX	36140	2426.666	1	Z/N					AV3	GFM in process	+
<input type="checkbox"/>	A7X000	W25G1U	09/13/17	20002162	W25G1U28011111XFX	1500	8.542	3	Z/N					AF3	GFM in process	+
<input type="checkbox"/>	A7X000	W25G1U	09/13/17	20002158	W25G1U28011111XEX	1578	111.563	3	Z/N					AF3	GFM in process	+
<input type="checkbox"/>	A7X000	W25G1U	09/12/17	20002153	W25G1U28011111XCX	750	92.444	3	Z/N					AV3	GFM in process	+

Freight Shipments Outside 3PL Contract, Continued

Step 11

Locate your shipment and verify it is in “IA” (In ATR) status.

Click “Submit.”

You must now wait for the assigned “Response Time” for a Carrier list to be returned.

Once carrier list returns, shipment will not appear on this screen and is moved to “Review.”

The screenshot shows a table of shipment records. The following table represents the data visible in the screenshot:

SCN/MBN	SCAC	Status Code	Status	Date						
<input type="checkbox"/> A7X000	W25G1U	09/13/17	20002162	W25G1U2801111XFX	1500	8,842	3	ZIN	AF3	GFM in process
<input type="checkbox"/> A7X000	W25G1U	09/13/17	20002158	W25G1U2801111XEX	1578	111,563	3	ZIN	AF3	GFM in process
<input type="checkbox"/> A7X000	W25G1U	09/12/17	20002153	W25G1U2801111XGX	750	82,444	3	ZIN	AV3	GFM in process
<input type="checkbox"/> A7X000	W25G1U	09/11/17	20002041	W25G1U2801111XDX	5200	177,333	3	ZIN	AF3	GFM in process
<input type="checkbox"/> A7X000	W25G1U	09/11/17	20002039	W25G1U2801111XAX	12500	455,625	3	ZIN	AF2	GFM in process
<input type="checkbox"/> A1CAV9	W33APT	09/10/17	20001931	W33B6K61051204XBX	900	253	3	ZIN	AF3	GFM in process
<input checked="" type="checkbox"/> A1CAV9	BLEA00	09/10/17	20001924	BLEA97209A09XFX	890	283	3	ZIN	AF3	GFM in process
<input type="checkbox"/> A1CAV9	W25G1U	09/10/17	20001917	W25G1U72140503XBX	898	214,687	2	ZIN		GFM in process

Showing 1 to 10 of 27 entries
Selected Records: 20001924

Submit Reset

Check shipping status.

Step 12

A detailed status event listing can be shown by selecting “GFM InProcess Status” in the “Exceptions” tab.

An example of a detailed status event listing.

The screenshot shows the VSM application interface. The 'Exceptions' menu is open, and the 'GFM InProcess Status' option is selected. The 'GFM InProcess Status' tab is highlighted in the main content area. The table below shows the status event listing:

SCN/MBN	SCAC	Status Code	Status	Date
No data available in table				
SCN/MBN	SCAC	Status Code	Status Description	Date
Showing 0 to 0 of 0 entries				

Freight Shipments Outside 3PL Contract, Continued

Step 13

Input the Shipment Control Number (SCN) or Master Bill Number and click the “Get Status” button.

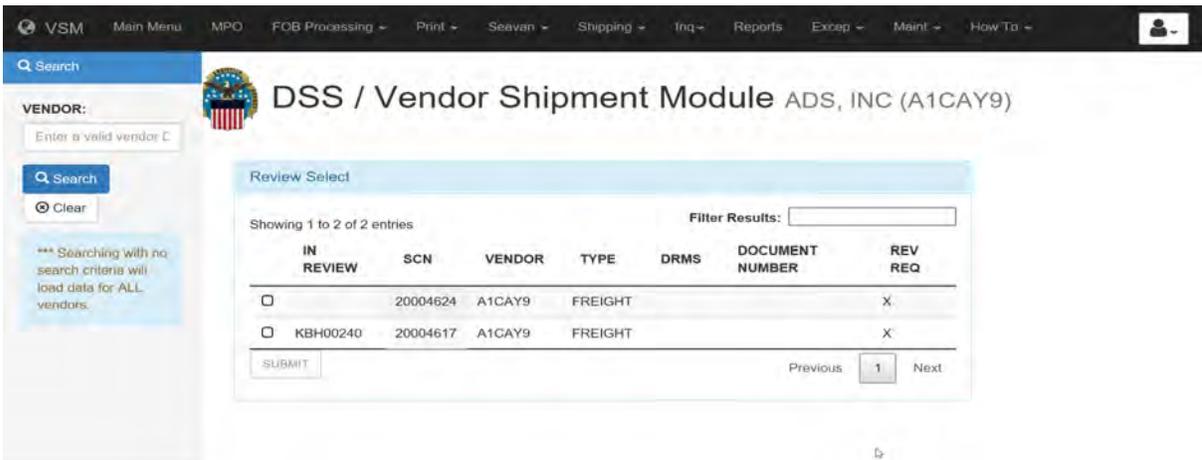
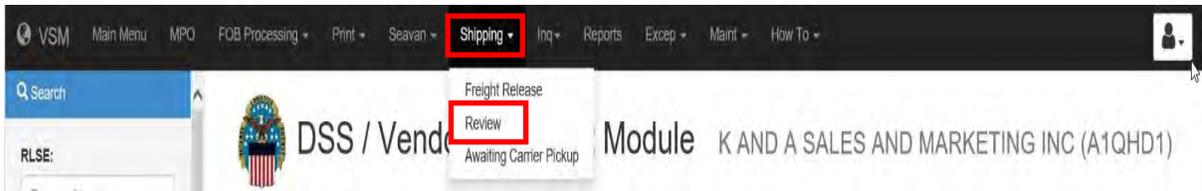
Step 14

A listing of statuses is displayed from the bottom up of all statuses.

Freight Shipments Outside 3PL Contract, Continued

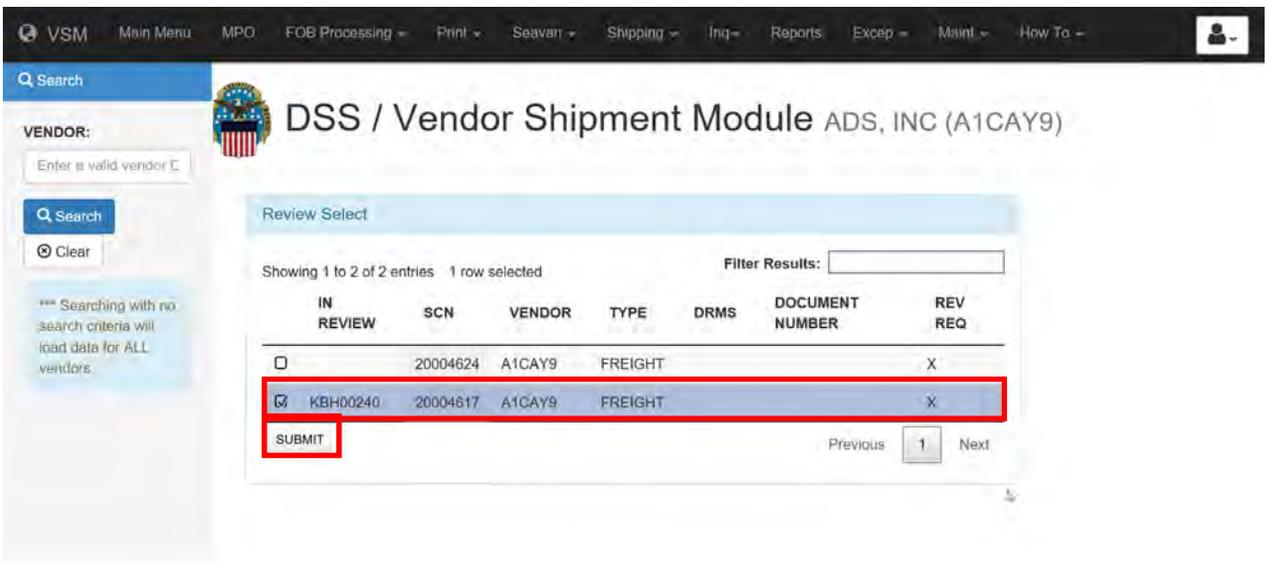
Step 15

Select “Review” from the “Shipping” tab when shipment status shows “CL” (Carrier List) or is no longer visible on the “GFM In Process Status” selection.



Step 16

Select your shipment and click the “Submit” button.



Freight Shipments Outside 3PL Contract, Continued

Step 17

Carrier must be contacted to make the pickup arrangements for the shipment after the carrier has been Auto Awarded the shipment and before the day of pickup.

Note: Since VSM utilizes Auto Award, there is no requirement to contact the carrier within one hour.



DSS / Vendor Shipment Module

ADS, INC (A1CAY9)

User Guide Logoff Main Menu MPO FOB Processing PRINT Seavan Shipping Reports/Queries Exceptions Maintenance

Review Freight

SHIPMENT CONTROL NUMBER: 09266853

VENDOR CAGE:	1CAY9	VENDOR DODAAC:	A1CAY9
MASTER BILL NUMBER:		BILL NUMBER:	15A07LDP
TRANS COMPANY TENDERED:	AMERICAN SHIPPERS	MODE:	
CARRIER WAYBILL NUMBER:		EQUIP TYPE:	AF1
PRO NUMBER:		SHIP WEIGHT:	6000.00
DESIRED DELIVERY DATE:	02/02/2015	SHIP CUBE:	124.667
TARIFF AUTHORITY:	AMOZ135808	VIA SCAC:	

CONSIGNEE ADDRESS:		USER ENTERED MARKS:	
W0U3 TRANSPORTATION OFF DOL			
CENTRAL RECEIVING POINT			
BLDG J 2050 COOK ST			
FT BRAGG NC 28310-5000			

CITY: FT BRAGG STATE: NC ZIP: 283105000 CNTRY: US

REPLAN SHIPMENT

REPLAN FREIGHT:	SHIP TO:	W36R4X	
	SCAC:	AMOZ	
	CARRIER PHONE:	(703) 289-3156	
	MEMO NLCE:	353CAH5035	
	AIR SRFC CD:	S	
	POE:		POD:
CHANGE TO SMALL PARCEL:			
MODE DESCRIPTION:		RATE	

REQUESTED PICKUP DATE: 01/19/2015 TIME: : :

REMARKS:

ACCESSORIAL CHARGES:			
CODE	DESCRIPTION	QUANTITY	TOTAL CHARGES

Freight Shipments Outside 3PL Contract, Continued

Step 18

Review bill and select the “Accept and Print” button.

TOTAL ACSRL CHARGES FOR SHIPMENT: 0.00
 BOL BASE CHARGE: 36.00
 BOL TOT CHARGES: 39.96

Stop Number 1

TCN:	W25G1U5015CC03XFX	SHIPMENT CONTROL NUMBER:	09266569
NUMBER OF PIECES:	1	SHIP TO DODAAC:	W25G1U
TRACKING NUMBER:		ULTIMATE CONSIGNEE:	W25G1U
COMMODITY:	653ZZ	CRP/BBP:	W25G1U
TAC:	S9NA	ATCMD SEND INDICATOR:	
OVERSEAS IND:	N	HAZ IND:	N
NMFC/SUF:	999916		
DESC:	FREIGHT ALL KINDS		
APPN:	S2NF		

PIECE	PACK	WEIGHT	CUBE	LENGTH	WIDTH	HEIGHT
1	CT	356	8.288	21	22	31

Accepted and Print Review Accepted Submit Reset

Step 19

Printing works as usual. After print the shipment will move to the “Awaiting carrier Pickup” screen.

DSS/VSM PACKING LIST

FROM: ALCATS SHIP TO: W0481X
 ADS, INC W001 TRANSPORTATION OFF DOL
 1110 LINDOR BELTDR RD CENTRAL RECEIVING POINT
 VESSELIA BRIDGE BLVD 2 2000 COLUM PI
 VA 23453 FT BRAGG NC 28310-5000

CONTRACT NO.	RELEASE NO.	CLIN	TCN	IPG	RDD	PROJ
09W00222222	782T	0001	W36K141420702XXX	2	0	

PIECE NUMBER	NUMBER OF PIECES	NUMBER OF LINES	WEIGHT	CUBE	DATE PACKED	DATE SHIPPED
1	1	1	6000	120	2015029	2015029

DOC NO./SUFF	FDG / NIN / PART NO.	NOUN	QUANTITY	LR
W36K141420702	5510014331244	LIMBER, SPTWOOD, LIM	3000	BP

*** END OF LIST ***

DSS / Vendor Shipment Module
 ADS, INC (A1CAY9)

Ship To	Ultimate	Qty Open	SCN
000301	R09112	1	
R09808	R09808	12	
V09167	V09167	8	
HX2405	HX2405	1	
SW3144	R23146	90	PARTIAL
0005UJ	R07183	10	
WBRK33	WBRK33	3	PAST DUE
UY9618	UY9618	3	PAST DUE
SW3121	SW3121	10	
BLE002	BLE000	1	
05	BG5200	BG5200	1
12	BJ4008	BJ4800	1
01	DEG002	DEGY00	1
10	000101	WK4BM9	100
10	000101	WK4BM9	100
10	000101	WK4BM9	100
02	000101	WK4BM9	753
10	000101	WK4BM9	25
05	R21387	R21387	15

Total Number of Records Displayed : 19

Freight Shipments Outside 3PL Contract, Continued

Step 20

Select “Awaiting carrier Pickup” from the “Shipping” tab.

DSS / Vendor Shipment Module
ADS, INC (A1CAY9)

Shipping

List of shipments available for pickup

Select	Ship Nbr	Purchase Order	Rec	Status	Ship To
<input type="checkbox"/>	09266887	SPPPPPPPPPPPP	W25G1U	Freight Release	W25G1U
<input type="checkbox"/>	09266886	SPPPPPPPPPPPP	W25G1U	Freight Release DTC	W25G1U
<input type="checkbox"/>	09266845	SP44011111111	W36R4X	Awaiting Carrier Pickup	W36R4X
<input type="checkbox"/>	09266821	SP01010101010	W25G1U	Freight Release GFM	W25G1U
<input type="checkbox"/>	09266813	SP01010101010	W25G1U5015CC	Awaiting Carrier Pickup Selector	W25G1U
<input type="checkbox"/>	09266808	SP11111111111	W36R4X5027DT01	Freight Release DTC In Process	W36R4X
<input type="checkbox"/>	09266807	SP11111111111	W36R4X5027DT01	Freight Release GFM In Process	W36R4X
<input type="checkbox"/>	09266778	SPM400900XXXX	SC310350230502	Freight Release GFM	SC3103
<input type="checkbox"/>	09266721	SPERINTEST03	W62G2T50220501	Freight Release GFM In Process	W62G2T
<input type="checkbox"/>	09266717	SPERINTEST03	W62G2T50220501	Freight Release GFM	W62G2T
<input type="checkbox"/>	09266655	SAMM778989877	FB48305021TS04	Freight Release GFM In Process	FB4830
<input type="checkbox"/>	09266642	SPMERINTEST0	W25G1U50200509	Freight Release GFM	W25G1U
<input type="checkbox"/>	09266583	SP12121212121	W25G1U5015CC04	Freight Release GFM In Process	W25G1U
<input type="checkbox"/>	09266582	SP11111111111	W25G1W5016ED01	Freight Release GFM	W25G1W
<input type="checkbox"/>	09266561	SP11111111111	W25G1U5015CC01	Freight Release GFM In Process	W25G1U
<input type="checkbox"/>	09266558	DSP11111111111	W25G1U5015CC02	Freight Release GFM	W25G1U
<input type="checkbox"/>	09266554	DSP11111111111	W25G1U5015CC02	Freight Release GFM In Process	W25G1U
<input type="checkbox"/>	09266547	SP11111111111	W25G1U5015CC01	Freight Release GFM	W25G1U
<input type="checkbox"/>	09266535	SP11111111111	W25G1U5015CC01	Freight Release GFM In Process	W25G1U
<input type="checkbox"/>	09266532	SPERINTESTLA	W25G1U50151234	Freight Release GFM	W25G1U
<input type="checkbox"/>	09266518	SPMSQCMRO4353	N556464336T004	Freight Release GFM In Process	N60530

Step 21

Click the “AWARD/INCIDENT” button.

DSS / Vendor Shipment Module ADS, INC (A1CAY9)

Awaiting Carrier Pickup

Filter Results:

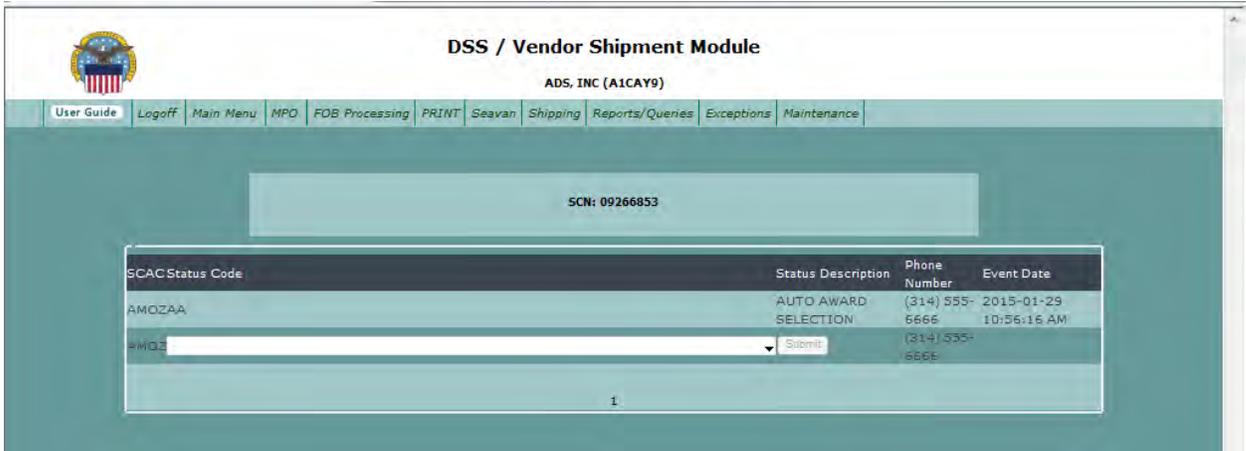
SCN	SHIP FROM DODAAC	TCN	BOL	DRMO	SCAC	DT PICKUP
No data available in table.						

AWARD/INCIDENT PICKUP COMPLETE Previous Next

Freight Shipments Outside 3PL Contract, Continued

Step 22

If carrier has confirmed acceptance of shipment, no further action is required until pick-up.



Step 23

If **Auto Awarded** carrier indicates they cannot accept shipment, then a negative incident will be recorded.

Click the drop down arrow on the “GFM AWARD/INCIDENT” screen.



Freight Shipments Outside 3PL Contract, Continued

Step 24

A list of incident codes and explanations will be displayed.

Select the appropriate code (COMMITMENT WITHDRAWAL would be used in this case).

Click the “Submit” button.

DSS / Vendor Shipment Module
ADS, INC (A1CAY9)

SCN: 09266853

SCAC/Status Code	Status Description	Phone Number	Event Date
AMOZAA	AUTO AWARD	(314) 555-	2015-01-29
	SELECTION	6666	10:56:16 AM
		(314) 555-	6666

Submit

- FK - COMMITMENT WITHDRAWAL
- FL - UNAUTHORIZED LOAD/BROKER BOARD POSTING
- FM - SHIPMENT REFUSAL - SPOT BID
- FN - SHIPMENT REFUSAL - NEGOTIATION
- FP - OTHER SERVICE FAILURE
- FQ - FAILURE TO PICK UP AT ORIGIN ON SCHEDULED DATE
- FR - FAILURE TO PICK UP AT ORIGIN ON SCHEDULED TIME
- FS - FAILURE TO DELIVER AT ORIGIN ON SCHEDULED DATE
- FT - FAILURE TO DELIVER AT ORIGIN ON SCHEDULED TIME
- F1 - SHIPMENT REFUSAL
- F2 - IMPROPER OR INADEQUATE EQUIPMENT
- F3 - TSP UNABLE TO MEET SERVICE REQUIREMENTS
- F4 - FAILURE TO PICK UP AT ORIGIN AS SCHEDULED
- F5 - TSP FAILED TO MEET DDD/RDD
- F6 - TIME-IN-TRANSIT
- F7 - FAILURE TO PROVIDE PROTECTIVE SERVICE
- F8 - FAILURE TO PROVIDE SIGNATURE AND TALLY RECORD
- F9 - MISHANDLING FREIGHT
- NA - LOWER COST TSP NOT USED DUE TO PAST PERFORMANCE: MECHANICAL FAILURES
- NC - CARRIER NOT USED DUE TO MULTI-EQUIPMENT REQUIREMENT
- ND - LOWER COST CARRIER NOT USED DUE TO MISSION REQUIREMENTS/CONVENIENCE OF GOVERNMENT
- N1 - EXCUSABLE REFUSAL
- N2 - TSP UNREACHABLE
- N3 - LOWER COST NOT USED IN ORDER TO USE CARRIER ONSITE
- N5 - REQUIRED SMALL BUSINESS SELECTION
- N6 - CONTRACT REQUIRES SPECIFIC REQUESTED MODE
- N7 - LOWER COST TSP NOT USED DUE TO PAST PERFORMANCE: LOSS/DAMAGE
- N8 - LOWER COST TSP NOT USED DUE TO PAST PERFORMANCE: TRANSIT TIME
- N9 - LOWER COST TSP NOT USED DUE TO PAST PERFORMANCE: NO-SHOWS

Freight Shipments Outside 3PL Contract, Continued

Step 25

The next carrier on the Carrier List will now be displayed.

Call carrier and confirm they can accept the shipment.

If carrier cannot accept the shipment, an incident code of “N1” (Excusable Refusal) will be recorded and the next carrier be displayed.

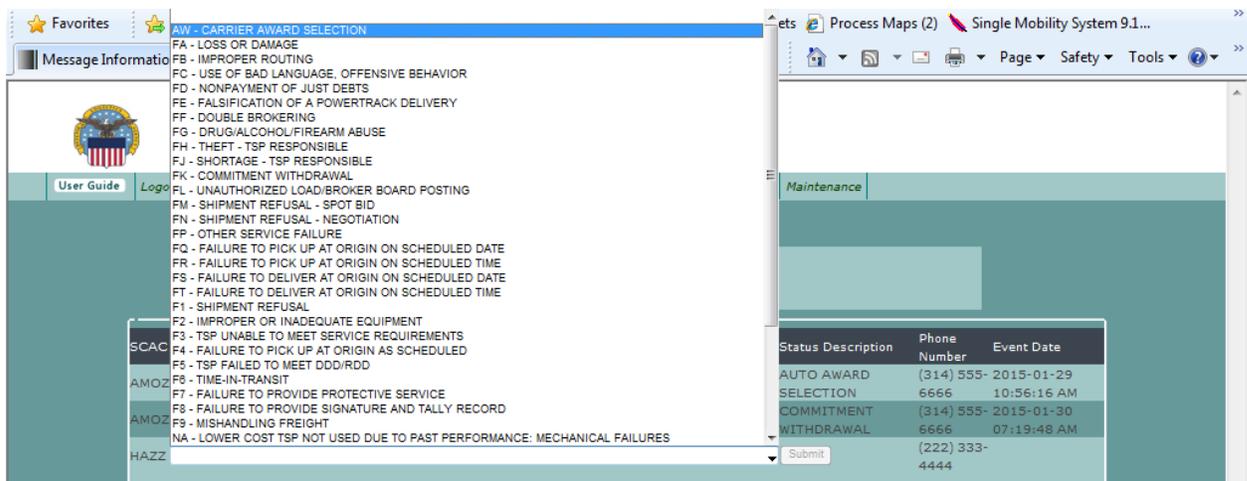
Repeat actions on this page until a carrier accepts.



Step 26

If carrier accepts the shipment, they must be awarded the shipment using the drop down arrow.

Click the “Submit” button. The shipment will return to the “Review” screen to prepare the new B/L for the Awarded carrier.



Freight Shipments Outside 3PL Contract, Continued

Step 27

For a closeout of a shipment, the Transportation Agent (TA) can set how many days a shipment can sit on this page. From the SC3101 Update Vendor Profile Page.

The screenshot shows the 'Awaiting Carrier Pickup' interface. On the left, there is a search area with a 'Vendor:' field and 'Search' and 'Clear' buttons. The main area contains a table titled 'Available Documents' with the following columns: Sel, SCN, FROM, TCN, BOL, GFM/DTC DRMO, SCAC, and Lstt Pickup DATE TIME. The table lists 20 records, each with a selection icon and various alphanumeric codes. Below the table, it states 'Total Number of Records Displayed : 20'. At the bottom of the page, there are four buttons: 'CORRECTION', 'GFM AWARD/INCIDENT', 'PICKUP COMPLETE', and 'Reset'.

At the bottom, the Auto Closeout Delay was added: the delay is up to 5 days.

This is how long a shipment will sit on the Awaiting Carrier pickup page. It can be set to No Delay or up to 5 days.

A close-up of the '*Auto Closeout Delay:' dropdown menu. The dropdown is open, showing '5 DAYS' as the selected option. The background is a light blue color.

Once the shipment that has been printed it will sit on the page and not close out till whatever the delay is set has been reached.

For example, the Delay is 5 days and the late pickup date is Dec 5, the shipment will get closed out on Dec 12, which is 5 business days. If there is a holiday in between those days it will skip the holiday. It will not be included in the calculation.

Note: You can closeout a shipment if it has been shipped and picked up even if the 5-day delay is set. Just select the Pickup Complete button. This will close out all the tables and send the 858 transaction.

Freight Shipments Outside 3PL Contract (Validation Failure)

Steps for dealing with validation failure

Follow the steps below for dealing with verification failure.

Step	Action
1	Select “Freight Release GFM In Process” in the “Shipping” tab.
2	Locate your shipment and click on the SCN.
3	The “Inquire GFM Events” Screen is displayed and you will find the error message. This message advises that shipment is within the same state as the shipper. GFM currently does not support intrastate moves.

Freight Shipments Outside 3PL Contract (Validation Failure), Continued

Introduction

When an ATR is sent, a validation failure may occur.

Steps below show how to get a description of the validation failure so it can be investigated/ corrected.

DSS / Vendor Shipment Module
ADS, INC (A1CAY9)

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance

Freight GFM

VALIDATION FAILURE VF
SHIPMENT CONTROL NUMBER: 09266929

TCN:	SW3117050300002AX	GROSS WEIGHT:	4500			
SHIPMENT CONTROL NUMBER:	09266929	GROSS CUBE:	105			
TYPE EQUIP CD:	AF2					
BOL REMARKS	ACCESSORIALS					
NNN000			0			
			0			
			0			
			0			
			0			
PIECE	PACK	WEIGHT	CUBE	LENGTH	WIDTH	HEIGHT
1	BD	4500	105	144	36	35

WEIGHT: 4500
CUBE: 105
EQUIPMENT TYPE: AF2

Press this button to request a system recalculation of dates.

REQUESTED EARLY PICKUP: DATE: 02/04/2015 TIME: 12:00:00

Step 1

Select “Freight Release GFM In Process” in the “Shipping” tab.

DSS / Vendor Shipment Module
ADS, INC (A1CAY9)

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance

Freight Release
Freight Release DTC
Freight Release DTC In Process
Freight Release GFM
Freight Release GFM In Process
Review
Awaiting Carrier Pickup

VALIDATION FAILURE VF
SHIPMENT CONTROL NUMBER: 09266929

TCN:	SW3117050300002AX	GROSS WEIGHT:	4500
SHIPMENT CONTROL NUMBER:	09266929	GROSS CUBE:	105
TYPE EQUIP CD:	AF2		
BOL REMARKS	ACCESSORIALS		
NNN000			0

Freight Shipments Outside 3PL Contract (Validation Failure), Continued

Step 2

Locate your shipment and click on the SCN.

<input type="checkbox"/>	A1CAY9	W25G1U	2015034	09266868	W25G1U50290504XAX	/N	IA	01/29/2015	15:23:38
<input type="checkbox"/>	A1CAY9	W25G1U	2015037	09266879	W25G1U50290503XCX	Z/N	IA	01/29/2015	15:15:58
<input type="checkbox"/>	A1CAY9	W25G1U	2015030	09266880	W25G1U00024857XBX	/N	NM	01/30/2015	01:42:30
<input type="checkbox"/>	A1CAY9	W25G1U	2015034	09266882	W25G1U50291234XCX	Z/N	NM	01/30/2015	01:42:32
<input type="checkbox"/>	A1CAY9	W25G1U	2015030	09266893	SC31035021AA02XTX	Z/N	NR	01/30/2015	01:42:28
<input type="checkbox"/>	A1CAY9	W25G1U	2015030	09266921	W25G1U50290507XEX	Z/N	NR	01/30/2015	01:42:16
<input type="checkbox"/>	A1CAY9	W25G1U	2015030	09266922	W25G1U50290509XBX	Z/N	NR	01/30/2015	01:42:17
<input type="checkbox"/>	A1CAY9	SW3117	2015036	09266929	SW3117050300002AX	Z/N	VF	01/30/2015	07:41:15

Total Number of Records Displayed : 58

Step 3

The “Inquire GFM Events” Screen is displayed and you will find the error message.

This message advises that shipment is within the same state as the shipper. GFM currently does not support intrastate moves.

Inquire GFM Events			
GFM TYPE:	INITIAL SHIPMENT REQUEST	EVENT DATE:	01/30/2015 07:37:31
EARLY PICKUP:	02/04/2015 12:00:00	LATE PICKUP:	01/30/2015 07:37:32
		LATE MDD:	02/10/2015 17:00:00
TYPE EQUIPMENT:	AF2	SCAC:	
DODAAC:	A1CAY9	ORIGIN DODAAC:	A1CAY9
NUMBER OF STOPS:	01	ORDERED TRUCK LEN:	
WEIGHT:	4500.00	CUBE:	105.000
ACCESSORIAL CHGS:			
NOTES:			
GFM TYPE:	VALIDATION FAILURE	EVENT DATE:	01/30/2015 07:37:32
MESSAGE CODE:	E054		
ERROR MESSAGE:	ExportFlag value required for intrastate shpmt.		
GFM TYPE:	INITIAL SHIPMENT REQUEST	EVENT DATE:	01/30/2015 07:41:15
EARLY PICKUP:	02/04/2015 12:00:00	LATE PICKUP:	01/30/2015

Verify SPLC/Address for Vendor

Step 1

Follow VSM DSS pathway 80-8N to access the DPLU (LOAD AND MAINTAIN PROFILE TABLE) screen.

Verify SPLC/address for vendor.

Step 2

Input

- “I” for Inquiry
- Vendor DODAAC
- Vendor CAGE

Press ENTER.

```

DPLU          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE: 001
14:19:53          LOAD AND MAINTAIN VENDOR PROFILE TABLE          12SEP2019
-----
ACTION (C OR I) =====> I          ACF TYPE VNDR =====> N
VENDOR DODAAC =====> A12345          VENDOR CAGE =====> 12345
    
```

DSS will display a refreshed DPLU (LOAD AND MAINTAIN PROFILE TABLE) screen with the information shown below.

```

DPLU          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE: 001
14:19:53          LOAD AND MAINTAIN VENDOR PROFILE TABLE          12SEP2019
-----
ACTION (C OR I) =====> I          ACF TYPE VNDR =====> N
VENDOR DODAAC =====> A12345          VENDOR CAGE =====> 12345
-----
COMPANY NAME =====> DEFENSE LOGISTICS AGENCY
ADDRESS =====> BLDG. 430 MIFFLIN AVE
                NEW CUMBERLAND                PA 17070                US
-----
SPLC =====> 209405270          CONTRACT DESTINATION CODE => C
CONTRACT TYPE CODE =====> B          VENDOR EAST WEST CODE =====> 1
COUNTRY CODE =====> US          OCONUS VENDOR POE =====>
OCONUS INDICATOR =====> N          US APOD FOR OCONUS VENDOR =>
OCONUS VENDOR APOE =====>          MANAGE BY EXCPTN OVRIDE =====> S
RFID EPC ELIGIBLE IND =====> N          GFM INDICATOR =====> Y
SUPPRESS 856S IND =====> N
-----
LAST UPDATE:  NU034060          03 JUL 2018
-----
-- F1=MENU-- F2=NEXT TRAN-- F3=EXIT VSM-- F4=BOOKMARK-- F5=PG DWN-- F10=HELP--
-----
TRANS CONTINUES                NEXT TRANS=>
MA +                >                04/030
    
```

Verify SPLC/Address for Vendor, Continued

Check for releases already in the system

Follow VSM DSS pathway 60-6D to access the DPID (CARRIER COVERAGE TABLE INQUIRY) screen to check for releases already in the system

Various “Area Types” are available, depending on the information you have. This example shows state to state, (TX to CA)

Press ENTER.

```

DPID          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
14:22:47          CARRIER COVERAGE TABLE INQUIRY          12SEP2019
-----
ENTER: ORIGIN =====> TX          AREA TYPES:
      -AND-          A = AFS DODAAC          B = 9 DIGIT SPLC
RELEASE NUMBER =====>          C = 6 DIGIT SPLC          D = 6 DIGIT ZIP
      AND/OR          E = 5 DIGIT ZIP          F = 4 DIGIT SPLC
RELEASE AREA TYPE =====> J          G = 3 DIGIT SPLC          H = 3 DIGIT ZIP
RELEASE AREA ID =====> CA          I = 2 DIGIT SPLC          J = 2 CHAR STATE
      AND/OR          K = 1-2 CHAR GEO          L = 2 CHAR COUNTRY
RELEASE TYPE CD =====>          M = LOGICAL IDS
    
```

Various releases may be displayed. Check dates to see if any are available to use.

```

DPID          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
14:22:47          CARRIER COVERAGE TABLE INQUIRY          12SEP2019
-----
ENTER: ORIGIN =====> TX          AREA TYPES:
      -AND-          A = AFS DODAAC          B = 9 DIGIT SPLC
RELEASE NUMBER =====>          C = 6 DIGIT SPLC          D = 6 DIGIT ZIP
      AND/OR          E = 5 DIGIT ZIP          F = 4 DIGIT SPLC
RELEASE AREA TYPE =====> J          G = 3 DIGIT SPLC          H = 3 DIGIT ZIP
RELEASE AREA ID =====> CA          I = 2 DIGIT SPLC          J = 2 CHAR STATE
      AND/OR          K = 1-2 CHAR GEO          L = 2 CHAR COUNTRY
RELEASE TYPE CD =====>          M = LOGICAL IDS
-----
ORIGIN =====> TX
RELEASE NUMBER =====> NNAIRFTFK
RELEASE AREA ID =====> CA          RELEASE AREA TYPE =====> J
CONUS/OCONUS INDICATOR => C          RELEASE TYPE CD =====> A
ETA DAYS =====> 01          AIR/SURFACE INDICATOR =====> A
AMEND DATE =====> 01 NOV 2009    RATE TYPE =====> 1
DATE CLOSED =====> 31 OCT 2010    NMFC =====> 999913
                                         LAST UPDATE: YSP4877 30OCT2009
-----
--F1=MENU--F2=NEXT TRANS--F3=EXIT VSM---F5=BOOKMARK---F9=DETAIL--F10=HELP---
                                         THIS IS THE ONLY SCREEN
TRANS CONTINUES          BOOKMARK IN PROGRESS NEXT TRANS==>
    
```

Building a Release

Steps for building a release

Follow the steps below for building a release.

Step	Action
1	<p>If VSM DSS pathway 60-6D was used to access the DPID (CARRIER COVERAGE TABLE INQUIRY) screen and no carrier information is displayed then build a release by following VSM DSS Pathway 80-84 to access the DPLD (MAINTAIN CARRIER COVERAGE TABLE) screen.</p>
2	<p>Input information in the following fields:</p> <ul style="list-style-type: none"> • ACTN” field (“A” – add) • “ORIGIN – STATE OR DODAAC” (DLA Disposition Services are built DODAAC to DODAAC) • “RELEASE NUMBER” – (all Spot Bids must have a release number that begins with a “S”) • “RELEASE AREA TYPE” (Area Type) • “RELEASE AREA ID” – (destination state or DODAAC) • “RELEASE TYPE CODE” (based on type of equipment) <ul style="list-style-type: none"> • A – Air • F – Foreign Military Sales (FMS) • L – Less Than Truckload (LTL) • Q – Special Equipment (RGN, Flatbed over 40’, Step-deck & Lowboy) • S – Truckload <p><u>Note:</u> Press F10 for Help screens for input information.</p> <p>Press ENTER.</p> <p>VSM DSS will display a refreshed DPLD (MAINTAIN CARRIER COVERAGE TABLE) screen.</p>
3	<p>Input the following fields:</p> <ul style="list-style-type: none"> • CONUS/OCONUS INDICATOR (“C” (CONUS) • AIR/SURFACE INDICATOR (“S” (SURFACE) • ETA DAYS (Based on the transit time established in DTR and MFTURP) • RATE TYPE <ul style="list-style-type: none"> • “1” – Section 10721 Tender Quotation Rate • “2” – Commodity or Volume-Tariff Rate • “3” – Exception Rating • “4” – Class Tariff Rate • “5” – All Other Types of Rates • “9” – Not Identifiable • AMEND DATE (Date release is built) • NMFC (Obtained from tender) • DATE CLOSED (Date the release is no longer needed)

Building a Release, Continued

Steps for building a release, continued

Follow the steps below for building a release.

Step	Action
3, con't	<p><u>Note:</u> Press F10 for Help screens for input information.</p> <p>Press ENTER.</p> <p>VSM DSS will display a refreshed DPLD (MAINTAIN CARRIER COVERAGE TABLE) screen.</p>
4	<p>The message “RECORD(S) ADDED” is displayed at the bottom of the screen.</p> <p>Press F9.</p> <p>VSM DSS will display the DPLC (MAINTAIN MTMC CARRIER DETAIL TABLE) screen.</p>
5	<p>Input Carrier’s SCAC.</p> <p>Press ENTER.</p> <p>VSM DSS will display a refreshed DPLC (MAINTAIN MTMC CARRIER DETAIL TABLE) screen.</p>
6	<p>(if carrier’s SCAC is not on file)</p> <p>If the carrier’s SCAC is not on file follow VSM DSS pathway 80-85 to display the DPLE (LOAD AND MAINTAIN CARRIER PROFILE TABLE) screen.</p> <p>Obtain the following carrier information from the carrier’s tender:</p> <ul style="list-style-type: none"> • CARRIER NAME • CARRIER STREET ADDRESS • CARRIER COUNTRY CODE • CARRIER EDI-CAPABLE (RECEIVE) (input “N”) • BANK PAYMENT CODE (input “F”) • EDI PAYMENT TRANSACTION (input “858”) • CARRIER EDI-CAPBLE (RESPONSE) (input “N”) <p><u>Note:</u> Notify the Syncada Person of the Carrier Name and SCAC that was added.</p>

Building a Release, Continued

Steps for building a release, continued

Follow the steps below for building a release.

Step	Action
6	<p>(if carrier’s SCAC is on file)</p> <p>On the DPLC (MAINTAIN MTMC CARRIER DETAIL TABLE) screen, input:</p> <ul style="list-style-type: none"> • “TYPE OF RATE” (Based on rate qualifier on the tender) (Press F10 for Types of Rate) • “TARIFF AUTHORITY” (Carrier SCAC + tender number) • “EFFECTIVE DT” (Obtained from tender or GFM printout (format YYMMDD)) • “EXPIRATION DT” (Obtained from tender or GFM printout (format YYMMDD)) • “T/L CHARGE” (Only input if Type of Rate is “1”) • “MINIMUM CHARGES” (Obtained from tender (only required when Type of Rate is “3”)) • FUEL SURCHARGE INCLUDED (Should always be “N” unless you are building a Spot Bid or a negotiated route where the fuel surcharge is included) • CARR SEQ (“01” – first carrier. If adding multiple carriers the next carrier would be “02,” the third carrier would be “03,” etc.) • RINS (Routing Instruction Notes) (Either “111,” “114,” “116,” or “134” will always be input (“347” is input for DLA Disposition Services)) <p><u>Note:</u> For RINs information follow VSM DSS pathway 80-87 to display the DPLG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.</p> <p>Press ENTER.</p> <p>VSM DSS will display the DPLN (LOAD & MAINTAIN MLC RATES) screen.</p>
6	<p>(Type Rate = 3)</p> <p>If “TYPE RATE” was input as “3,” VSM DSS will display the DPLN (LOAD & MAINTAIN MLG RATE) screen.</p> <p>Input miles and rate from GFM.</p> <p>Press ENTER.</p> <p>Press F1 twice to return to the main menu.</p>

Building a Release, Continued

Steps for building a release, continued

Follow the steps below for building a release.

Step	Action
6	<p>(Type Rate = C)</p> <p>If “TYPE RATE” was input as “C,” VSM DSS will display the DPLX (LOAD AND MAINTAIN RATE CROSS REFERENCE TABLE) screen.</p> <p>Input:</p> <ul style="list-style-type: none"> • “TYPE RATE CODE” – “6” – LTL • “PERCENT OF MIN CHGS” (Percentage from tender) • “PERCENT OF RATES” (Percentage from tender) <p>Press ENTER.</p> <p>Press F1 twice to return to the main menu.</p>
6	<p>(Type Rate = 1)</p> <p>VSM DSS cannot handle tenders with a rate qualified of PZ (per hundred/per mile). For the carrier’s/tenders the rate will need built as “TYPE OF RATE” “1.”</p>
7	<p>Follow VSM DSS pathway 10-1D to display the DPQX (DISPLAY AND RELEASE EXCEPTIONS) screen.</p> <p>Input a “V (view) or “R” (release) in the “VIEW/RLSE” field of the row wanted.</p> <p>Press ENTER.</p> <p>Press F1 to return to display the Shipping Main Menu screen.</p>
8	<p>From the Shipping Main Menu screen, follow VSM DSS pathway 1C to display the DPBA (REVIEW SHIPPING DOCUMENTS) screen.</p> <p>Ensure the shipment is displayed so it can be viewed in VSM.</p>
9	<p>Go back to VSM Web and click on the “Shipping” tab. Click on “Review” where the shipment displays with the correct carrier SCAC and release.</p> <p>Select correct shipment.</p> <p>Click “Submit.”</p>
10	<p>Verify weight, dimensions, quantity, address, type of equipment and pricing.</p> <p>Click on “Accepted and Print.”</p>

Building a Release, Continued

Steps for building a release, continued

Follow the steps below for building a release.

Step	Action
11	<p>Uncheck MSL.</p> <p>Click on “Print” to print out a copy of the bill of lading (BoL) for Syncada and create a pdf to email to carrier.</p>
12	<p>Advise carrier via email shipment is ready.</p> <p>Send email to vendor advising shipment is in Print screen with ship control number included and carrier POC.</p> <p>Vendor will print documents and have shipment ready for carrier.</p>

Building a Release, Continued

Step 1

If VSM DSS pathway 60-6D was used to access the DPID (CARRIER COVERAGE TABLE INQUIRY) screen and no carrier information is displayed then build a release by following VSM DSS Pathway 80-84 to access the DPLD (MAINTAIN CARRIER COVERAGE TABLE) screen.

Step 2

Input information in the following fields:

- ACTN” field (“A” – add)
- “ORIGIN – STATE OR DODAAC” (DLA Disposition Services are built DODAAC to DODAAC)
- “RELEASE NUMBER” – (all Spot Bids must have a release number that begins with a “S”)
- “RELEASE AREA TYPE” (Area Type)
- “RELEASE AREA ID” – (destination state or DODAAC)
- “RELEASE TYPE CODE” (based on type of equipment)
 - A – Air
 - F – Foreign Military Sales (FMS)
 - L – Less Than Truckload (LTL)
 - Q – Special Equipment (RGN, Flatbed over 40’, Step-deck & Lowboy)
 - S – Truckload

Note: Press **F10** for Help screens for input information.

Press ENTER.

```

DPLD          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
14:33:44          MAINTAIN CARRIER COVERAGE TABLE          12SEP2019
-----
ACTN (A,C,D) =====> A          AREA TYPES:
ORIGIN (STATE OR DODAAC) ==> SC          A = DODAAC          B = 9 DIGIT SPLC
RELEASE NUMBER =====> NNXX507KCL          C = 6 DIGIT SPLC          D = 6 DIGIT ZIP
RELEASE AREA TYPE =====> J          E = 5 DIGIT ZIP          F = 4 DIGIT SPLC
RELEASE AREA ID =====> VA          G = 3 DIGIT SPLC          H = 3 DIGIT ZIP
RELEASE TYPE CD =====> S          I = 2 DIGIT SPLC          J = 2 CHAR STATE
          K = 1-2 CHAR GEO          L = 2 CHAR COUNTRY
          M = LOGICAL IDS
    
```

VSM DSS will display a refreshed DPLD (MAINTAIN CARRIER COVERAGE TABLE) screen.

Building a Release, Continued

Step 3

Input the following fields:

- CONUS/OCONUS INDICATOR (“C” (CONUS))
- AIR/SURFACE INDICATOR (“S” (SURFACE))
- ETA DAYS (Based on the transit time established in DTR and MFTURP)
- RATE TYPE
 - “1” – Section 10721 Tender Quotation Rate
 - “2” – Commodity or Volume-Tariff Rate
 - “3” – Exception Rating
 - “4” – Class Tariff Rate
 - “5” – All Other Types of Rates
 - “9” – Not Identifiable
- AMEND DATE (Date release is built)
- NMFC (Obtained from tender)
- DATE CLOSED (Date the release is no longer needed)

Note: Press **F10** for Help screens for input information.

Press ENTER.

```

DPLD          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
14:33:44          MAINTAIN CARRIER COVERAGE TABLE          12SEP2019
-----
ACTN (A,C,D) ==> A          AREA TYPES:
ORIGIN (STATE OR DODAAC) ==> SC          A = DODAAC          B = 9 DIGIT SPLC
RELEASE NUMBER ==> NNXX507KCL          C = 6 DIGIT SPLC          D = 6 DIGIT ZIP
RELEASE AREA TYPE ==> J          E = 5 DIGIT ZIP          F = 4 DIGIT SPLC
RELEASE AREA ID ==> VA          G = 3 DIGIT SPLC          H = 3 DIGIT ZIP
RELEASE TYPE CD ==> S          I = 2 DIGIT SPLC          J = 2 CHAR STATE
          K = 1-2 CHAR GEO          L = 2 CHAR COUNTRY
          M = LOGICAL IDS
-----
CONUS/OCONUS INDICATOR => C          AIR/SURFACE INDICATOR => S
ETA DAYS ==> 01          RATE TYPE ==> 3
AMEND DATE ==> 12 SEP 2019          NMFC ==> 999913
          DATE CLOSED ==> 14 SEP 2019
-----
LAST UPDATE:
--F1=MENU--F2=NEXT TRANS--F3=EXIT VSM--F5=BOOKMARK--F6=DETAIL--F10=HELP--
    
```

VSM DSS will display a refreshed DPLD (MAINTAIN CARRIER COVERAGE TABLE) screen.

Building a Release, Continued

Step 4

The message “RECORD(S) ADDED” is displayed at the bottom of the screen.

Press **F9**.

```

DPLD      SITE: DPDD      VENDOR SHIPMENT MODULE      PAGE 001
14:33:44      MAINTAIN CARRIER COVERAGE TABLE      12SEP2019
-----
ACTN (A,C,D) ==> A
ORIGIN(STATE OR DODAAC) ==> SC
RELEASE NUMBER ==> NNX507KCL
RELEASE AREA TYPE ==> J
RELEASE AREA ID ==> VA
RELEASE TYPE CD ==> S
AREA TYPES:
A = DODAAC          B = 9 DIGIT SPLC
C = 6 DIGIT SPLC   D = 6 DIGIT ZIP
E = 5 DIGIT ZIP    F = 4 DIGIT SPLC
G = 3 DIGIT SPLC   H = 3 DIGIT ZIP
I = 2 DIGIT SPLC   J = 2 CHAR STATE
K = 1-2 CHAR GEO   L = 2 CHAR COUNTRY
M = LOGICAL IDS
-----
CONUS/OCONUS INDICATOR => C
AIR/SURFACE INDICATOR => S
ETA DAYS ==> 01
RATE TYPE ==> 3
AMEND DATE ==> 12 SEP 2019
NMFC ==> 999913
DATE CLOSED ==> 14 SEP 2019
-----
LAST UPDATE:
-- F1-MENU-- F2-NEXT TRANS-- F3-EXIT VSM-- F5-BOOKMARK-- F9-DETAIL-- F10-HELP--
-- CRH
RECORD(S) ADDED
-----
TRANS CONTINUES
NEXT TRANS==>
    
```

VSM DSS will display the DPLC (MAINTAIN MTMC CARRIER DETAIL TABLE) screen.

Step 5

Input Carrier’s SCAC.

Press ENTER.

```

DPLC      SITE: DPDD      VENDOR SHIPMENT MODULE      PAGE 001
14:38:02      MAINTAIN MTMC CARRIER DETAIL TABLE      12SEP2019
-----
ACTN (A,C,D) ==> A
MTMC RELEASE NUMBER ==> NNX507KCL
SCAC ==> RDWY
    
```

VSM DSS will display a refreshed DPLC (MAINTAIN MTMC CARRIER DETAIL TABLE) screen.

Step 6 (if carrier’s SCAC is not on file)

If the carrier’s SCAC is not on file follow VSM DSS pathway 80-85 to display the DPLE (LOAD AND MAINTAIN CARRIER PROFILE TABLE) screen.

Obtain the following carrier information from the carrier’s tender:

- CARRIER NAME
- CARRIER STREET ADDRESS
- CARRIER COUNTRY CODE
- CARRIER EDI-CAPABLE (RECEIVE) (input “N”)
- BANK PAYMENT CODE (input “F”)
- EDI PAYMENT TRANSACTION (input “858”)
- CARRIER EDI-CAPBLE (RESPONSE) (input “N”)

Building a Release, Continued

Step 6 (Type Rate = C)

If “TYPE RATE” was input as “C,” VSM DSS will display the DPLX (LOAD AND MAINTAIN RATE CROSS REFERENCE TABLE) screen.

Input:

- “TYPE RATE CODE” – “6” – LTL
- “PERCENT OF MIN CHGS” (Percentage from tender)
- “PERCENT OF RATES” (Percentage from tender)

Press ENTER.

```

DPLX      SITE: DPDD      VENDOR SHIPMENT MODULE      PAGE 001
11:20:10      LOAD AND MAINTAIN RATE CROSS REFERENCE TABLE      13SEP2019
-----
ACTN (A, C, D) =====> A
RELEASE NO =====> NNXX507FAL      SCAC =====> RDWY      NMFC ==>
-----
RELEASE CROSS REF =====> CLASS100
SCAC CROSS REFERENCE ==>
TYPE RATE CODE =====> 6
PERCENT OF MIN CHGS =====> 174.0000      PERCENT OF RATES ==> 64.0000
LAST UPDATE:
-----
--F1=MENU--F2=NEXT TRANS--F3=EXIT VSM--F5=BOOKMARK--F10=HELP--
TRANS CONTINUES                                     NEXT TRANS==>

```

Press F1 twice to return to the main menu.

Step 6 (Type Rate = 1)

VSM DSS cannot handle tenders with a rate qualified of PZ (per hundred/per mile). For the carrier’s/tenders the rate will need built as “TYPE OF RATE” “1.”

```

DPLC      SITE: DPDD      VENDOR SHIPMENT MODULE      PAGE 001
11:27:58      MAINTAIN MTMC CARRIER DETAIL TABLE      13SEP2019
-----
ACTN (A,C,D) =====> C
MTMC RELEASE NUMBER ==> NNXX507FAL      SCAC =====> RDWY
-----
CARRIER NAME =====> ROADWAY EXPRESS      CARRIER PHONE =====> 800-762-3929
CARRIER CNTRCT NO ==>
TYPE OF RATE =====> 1      TARIFF AUTHORITY ==> RDWY003281
EFFECTIVE DT (YYMMDD) => 190913      EXPIRATION DT (YYMMDD) => 190915
T/L CHARGE =====> 1300.00      463L PALLET CHARGE => 0.00
MINIMUM CHARGES =====> 0.00      CON SURV SERV AMT ==> 0.00
STOP-OFF CHARGE =====> 0.00      SPLIT DELIVERY CHG => 0.00
FUEL SURCHARGE INCLUDED ==> N
LAST UPDATE =====> DSST601 13SEP2019 CARR SEQ =====> 01
RINS (134=FAK) =====> 111 114 116 134 341
-----
--F1=MENU--F2=NEXT TRANS--F3=EXIT VSM--F5=BOOKMARK--F9=DETAIL--F10=HELP--
ENTER REQUIRED DATA
TRANS CONTINUES                                     NEXT TRANS==>

```

Building a Release, Continued

Step 7

Follow VSM DSS pathway 10-1D to display the DPQX (DISPLAY AND RELEASE EXCEPTIONS) screen.

Input a “V (view) or “R” (release) in the “VIEW/RLSE” field of the row wanted.

Press ENTER.

```

DPQX          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
12:26:56          DISPLAY AND RELEASE EXCEPTIONS          13SEP2019
-----
SELECT VENDOR ==>          AND/OR MSG CD ==>          INFORMATIONAL ==> N
-----
V=VIEW  SHIP FROM  REQ NUMBER/  SHIP  EXCEPTION DESCRIPTION/
R=RLSE  DODAAC    TCN          CON NO  ACTION REQUIRED
-----
R      ALCAY9  W91EB8201/01305CX  20000892  MANUAL TENDER/CONFIRM REQUIRED
-----
A7X000  FB561270530501XAX  20001192  MANUAL TENDER/CONFIRM REQUIRED
A7X000  FB561272070503XCX  20001912  MANUAL TENDER/CONFIRM REQUIRED
A7X000  WKAF8T72200502XXX  20001910  MANUAL TENDER/CONFIRM REQUIRED
A7X000  W62G2T71310501XHX  20001557  MANUAL TENDER/CONFIRM REQUIRED
-----
FB568282970502XCX  07264615  35-NO CARR COVERAGE FOR AREA
AAAL40  SZ362D83446939XXX  20004064  2W-SURFACE BKNG REQD-DEST SHIP
AAAL40  W90WMB6210YM01XXX  20001964  2W-SURFACE BKNG REQD-DEST SHIP
AAAL40  BIQ17Z/200A124      88888888  85-DODAAC FRSTRATED - FOB ORIG
AAAL40  DINE7372126814A    88888888  83-MISSING CRIF/PORT ORIGIN
AC0150  WB05NC72220503XXX  20002861  90-MISSING ADDR8-FOB DEST SHPT
AC3105  SYL02462640544     88888888  8C-MISSING VNDOR PRFL-FOB ORIG
-----
--F1=MENU--F2=NEXT TRANS--F3=EXIT VSM--F5=BOOKMARK--F7/8=PGUP/DWN--F10=HELP--
THIS IS THE FIRST SCREEN
TRANS CONTINUES          NEXT TRANS=>
    
```

Press **F1** to return to display the Shipping Main Menu screen.

Step 8

From the Shipping Main Menu screen, follow VSM DSS pathway 1C to display the DPBA (REVIEW SHIPPING DOCUMENTS) screen.

Ensure the shipment is displayed so it can be viewed in VSM.

```

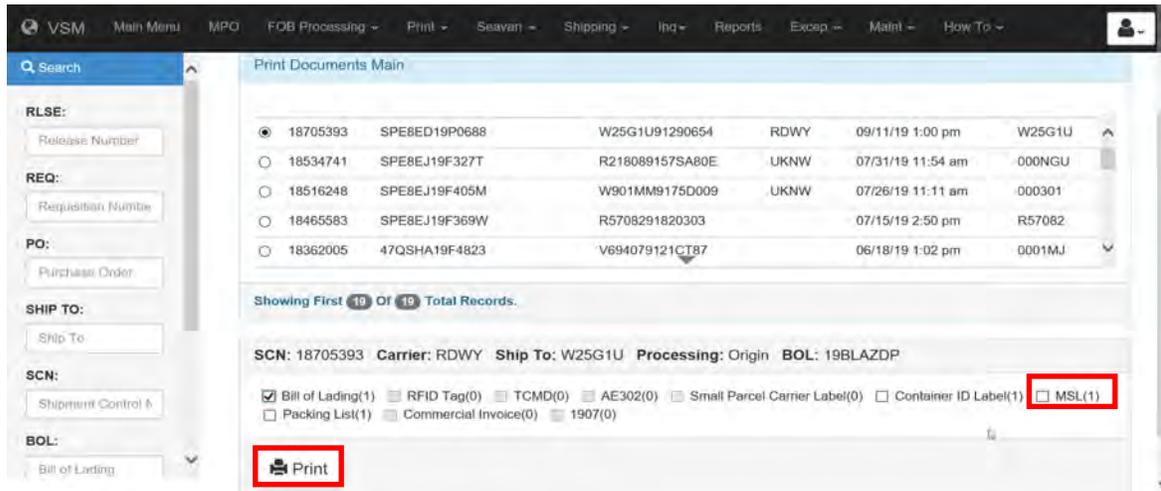
DPBA          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
12:31:26          REVIEW SHIPPING DOCUMENTS          13SEP2019
-----
DISPLAY ALL => X  DISPLAY BY VENDOR:  CAGE =>          -OR-  DODAAC =>
-----
SEL  SHPMNT          MSTR BILL NBR
X-SEL CONTROL  VENDOR          OR
T-TNDR NUMBER  DODAAC          TCMD DCMNT NBR  NBR  STOP  REQD  (B)  (T)  (P)
-----
          09621530  A1QUF1          00  01  R  00  00  00
          09621532  A1QUF1          00  01  R  00  00  00
          09621538  A1QUF1          00  01  R  00  00  00
          09621541  A1QUF1          00  01  R  00  00  00
          09622559  A1QUF1          00  01  R  00  00  00
          09773839  A1EFH8          00  01  R  00  00  00
          X  10135983  B06AE7          00  01  X  00  00  00
          10189363  A3YEZ1          00  01  X  00  00  00
          10599094  A0PJT5          00  01  X  00  00  00
          10645134  A50KE2          00  01  X  00  00  00
-----
HIGHLIGHTED LINES CURRENTLY BEING REVIEWED
-----
--F1=MENU--F2=NEXT TRANS--F3=EXIT VSM--F5=BOOKMARK--F7/8=PAGE B/F--
THIS IS THE FIRST SCREEN
TRANS CONTINUES          NEXT TRANS=>
    
```


Building a Release, Continued

Step 11

Uncheck MSL.

Click on “Print” to print out a copy of the bill of lading (BoL) for Syncada and create a pdf to email to carrier.



Step 12

Advise carrier via email shipment is ready.

Send email to vendor advising shipment is in Print screen with ship control number included and carrier POC.

Vendor will print documents and have shipment ready for carrier.

Carrier Names and SCACs

Carrier names and SCACs

A listing of carriers and SCACs are shown below.

<u>SCAC</u>	<u>Carrier Name</u>
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 FREIGHT HANDLERS, INC. D/B/A APEX
APEH	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
CNWX	CON-WAY FREIGHT

Carrier Names and SCACs, Continued

Carrier names and SCACs , continued

A listing of carriers and SCACs are shown below.

<u>SCAC</u>	<u>Carrier Name</u>
CNYI	CANARY INC
COOG	CORTRANS LOGISTICS, LLC
CRDT	CARDINAL TRANSPORT, INC.
CRLC	CRST LOGISTICS, INC.
	DANIEL W. CARR, JR. DBA CARR TRUCKING
CRQC	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.
	ESTES FORWARDING WORLDWIDE LLC
EFSD	(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

Carrier Names and SCACs, Continued

Carrier names and SCACs , continued

A listing of carriers and SCACs are shown below.

<u>SCAC</u>	<u>Carrier Name</u>
GVEI	GLOBAL SERVICE ASSOCIATE GREEN VALLEY TRANSPORTATION
GVTD	CORPORATION EDWARD HINKLE DBA HINKLE AND SON
HASK	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

Carrier Names and SCACs, Continued

Carrier names and SCACs , continued

A listing of carriers and SCACs are shown below.

<u>SCAC</u>	<u>Carrier Name</u>
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.

Carrier Names and SCACs, Continued**Carrier names and SCACs , continued**

A listing of carriers and SCACs are shown below.

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
	UPS GROUND FREIGHT, INC. DBA UPS
UPGF	FREIGHT
UVGS	UNIVERSAL LOGISTICS
	JERRY VIRGIL D/B/A/ J & W VIRGIL
VGJW	TRUCKING CO
VLLQ	VERDE LOGISTICS
VLOB	VETUS LOGISTICS
WRXE	WRIGHT EXPRESS SERVICE
WSHK	WOODEN SHOES TRUCKING INC.
WTEM	WILSON TRUCKING SERVICE INC.
	XCELERATED TRANSPORTATION GROUP
XCTG	LLC

Module 6

Reports and Queries and Exception Processing

Overview

Introduction

This module will discuss how the user can query VSM and be able to access various reports to view and /or print. It will also explain how to process exceptions.

Objective

At the conclusion of this module, the employee will be able to

- query and access various reports found in VSM, and
- explain how to process exceptions.

In this module

The following topics are located in this module:

Topic	See Page
MRO Tracker (Reports/Queries)	6-2
Transportation Discrepancy Reporting	6-6
Exception Processing	6-7

MRO Tracker (Reports/Queries)

Steps for querying reports in VSM

Follow the steps below for querying reports in VSM.

Step	Action
1	From the VSM navigation bar, select: <ul style="list-style-type: none">• “Reports/Queries”• “Queries”• “MRO Tracker” From the navigation bar, in the Modern View, select: <ul style="list-style-type: none">• “Inq”• “MRO Tracker”
2	Click on “Accept.”
3	Click “MRO Query.”
4	Select “Document Number/Suffix” button Input Document Number. Click “Submit.”
5	The next screen displays the Doc ID/Requisition Number that was searched. Click “View Detail.”
6	From this screen, the status of the shipment can be checked.

MRO Tracker (Reports/Queries), Continued

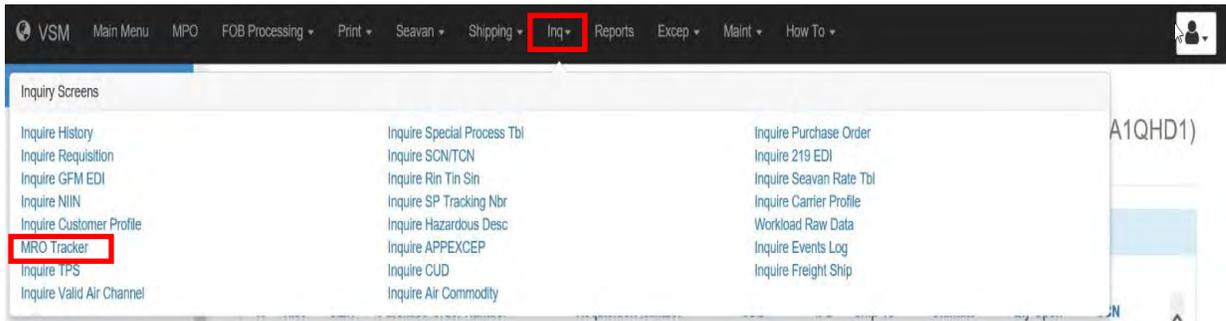
Step 1

From the VSM navigation bar, select:

- “Reports/Queries”
- “Queries”
- “MRO Tracker”

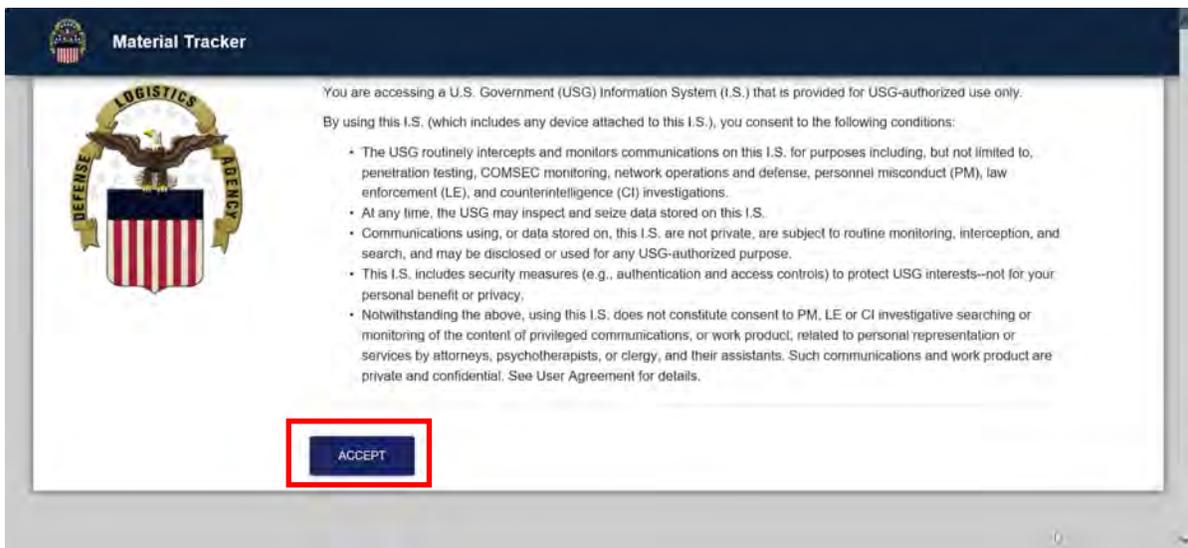
From the navigation bar, in the Modern View, select:

- “Inq”
- “MRO Tracker”



Step 2

Click on “Accept.”



MRO Tracker (Reports/Queries), Continued

Step 3

Click “MRO Query.”

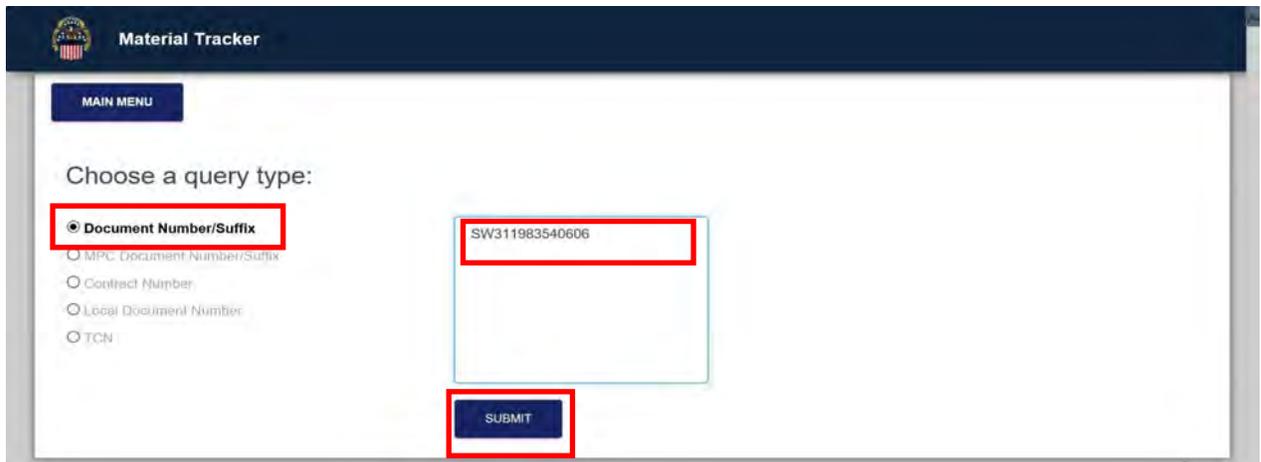


Step 4

Select “Document Number/Suffix” button.

Input the Document Number.

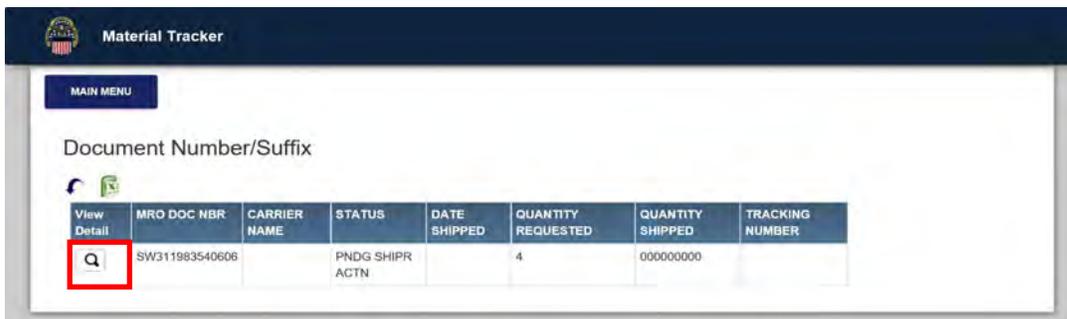
Click “Submit.”



Step 5

The next screen displays the Doc ID/Requisition Number that was searched.

Click “View Detail.”



MRO Tracker (Reports/Queries), Continued

Step 6

From this screen, the status of the shipment can be checked.

The screenshot displays the 'Material Tracker' application interface. At the top left is a logo with an American flag and the text 'Material Tracker'. Below the logo is a 'MAIN MENU' button. The main content area shows the 'MRO Document Number: SW311983540606'. Below this, a table-like structure displays various shipment details:

Document Number	SW311983540606	Quantity Requested	4	Quantity Shipped	000000000
Quantity Canceled	0	Quantity Denied	0	P.O. Received (Date)	21DEC2018
Date Shipped		Signature		Status	PNDG SHIPR ACTN
Depot/Shipper	LOCKHEED M 0	Ship To	SW3119	Mode of Shipment	
Carrier		DTCI SCAC		Tracking Number	
Transportation Cntl Number		B/L Number		Delivery Date	
Delivery Time					

Transportation Discrepancy Reporting

Transportation Discrepancy Reporting (TDR)

A TDR is used when a shipment is damaged in transit.

Follow guidelines of the DTR, Chapter 210 for guidance:

http://www.ustranscom.mil/dtr/part-ii/dtr_part_ii_210.pdf

An example is found below and on page II-210-30 of DTR.

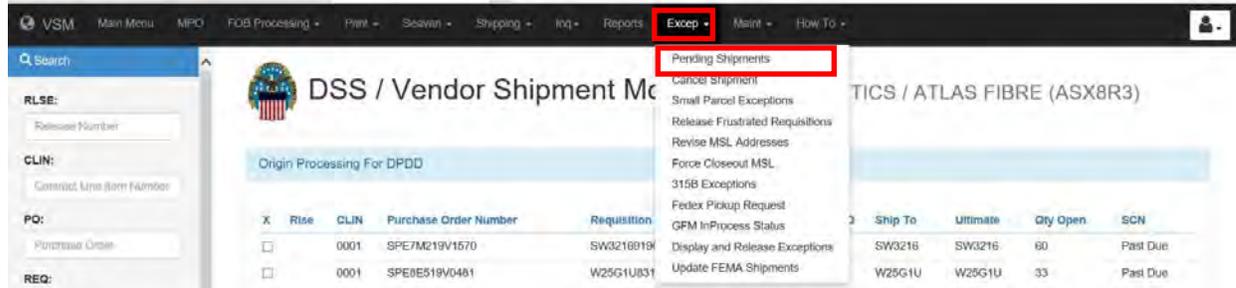
TRANSPORTATION DISCREPANCY REPORT (TDR)		1. DATE	2. REPORT NUMBER		OMB No. 0702-0124 OMB approval expires Feb 28, 2009		
<p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Service Directorate (0702-0124). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO: SDDC, ATTN: MTDC-OPCL, 661 SHEPPARD PLACE, FORT EUSTIS, VA 23604.</p>							
<p><input type="checkbox"/> REQUEST FOR INFORMATION (RFI) <input type="checkbox"/> MISCELLANEOUS PROBLEMS <input type="checkbox"/> ASTRAY FREIGHT</p>							
3. TO			4. REPORTING ACTIVITY				
5. CONSIGNOR (Origin)			6. CONSIGNEE (Destination)				
7. SHIPPER			8. CARRIER'S NAME (SCAC)				
9. CARRIER'S PRO-FREIGHT BILL NO.			10. BILL OF LADING NO./TYPE				
11. MODE CODE	12. DATE CARRIER SIGNED FOR SHIPMENT	13. DATE CONSIGNEE RECEIVED SHIPMENT	14. DATE DISCREPANCY DISCOVERED	15. DATE CARRIER NOTIFIED	16. CARRIER REPRESENTATIVE CONTACTED TELEPHONE NO.		
17. SEAL NUMBERS AND CONDITION <input type="checkbox"/> INTACT <input type="checkbox"/> BROKEN/MISSING (include details)							
TRANSPORTATION CONTRL. NO. 18	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 19	TYPE OF PACK 20	QUANTITY DISCREPANT (Pieces) 21	TYPE AND CAUSE CODE 22	ISSUE DATA		VALUE OR COST OF REPAIRS 27
					UNITS OF ISSUE 23	UNITS BILLED/SHIPPED 24	
26. REMARKS (See preparation instructions of covering regulation for suggested information)							
28a. NAME OF PREPARER (Type or print)				28b. EMAIL ADDRESS			
29a. TELEPHONE NO.		29d. FACSIMILE NUMBER					
30. REPLY							
31a. NAME OF RESPONDENT (Type or print)					31b. TELEPHONE NO.		
31c. EMAIL ADDRESS			31d. FACSIMILE NUMBER			31e. DATE	
DD FORM 361, JUN 2006 REPLACES STANDARD FORM 361 (3-84) WHICH IS OBSOLETE. FormFlowWatch Professional 7.0							

Exception Processing

Step 1

From the Navigation Bar, select:

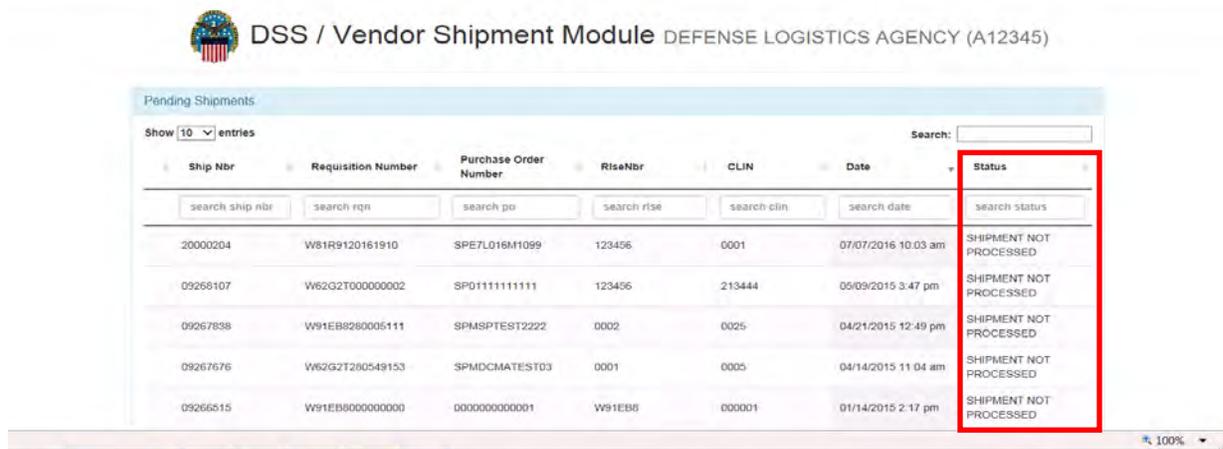
- “Exceptions”
- “Pending Shipment”



Step 2

The Pending Shipments screen is displayed

Once Status column says ready to print, you can select your SCN and click “Submit” to print documents.



Module 7

Seavan Processing

Overview

Introduction

Movement of cargo in containers (Commercial/Government-owned/leased shipping container (SEAVAN)) is the preferred method for shipping DOD-sponsored surface export cargo. The Government can derive maximum benefits when cargo is shipped in containers at or near the supply source and delivered directly to the ultimate user.

Shipping activities will stuff each container to the maximum extent possible, taking into account such factors as the cargo hold time, if it is single or multiple consignee delivery, the configuration and density of the cargo, and the availability of specific size containers.

The Release Unit (RU) ocean shipments requiring the submission of Export Traffic Release Request (ETRRs) are:

- Cargo in lots of 10,000 (lbs.) or more.
- Cargo in lots of 800 cubic feet or more.
- Vehicles by driveway service.
- Containerized cargo. Full containers (SEAVANs), including specialized equipment, such as flat racks, moving under terms and conditions of an SDDC contract/agreement or ocean carrier tariff.
- Non-Containerizable cargo (i.e., outsize/overweight items or other items for which containerization is not possible or practical). BREAK BULK

Objectives

At the conclusion of this module, the employee will be able to

- input data upfront in IBS and subsequently VSM
- process shipment to create final documentation for vendor
- obtain maximum efficiencies at the lowest overall cost to the Government, while meeting cargo delivery requirements

Overview, Continued

In this module

The following topics are located in this module.

Topic	See Page
Portfolio Booking Process (Creating a Working File)	7-3
Inputting IBS Booking	7-6
Portfolio Booking Process (Working with the Portfolio Container Booking Process)	7-31
Portfolio Booking Process (Saving the Booking Request Email)	7-34
Portfolio Booking Process (Constructing the Portfolio)	7-36
Continuing the IBS Booking	7-40
Portfolio Shipping Instruction Process (Checking for Completed ETRRs)	7-43
Portfolio Shipping Instruction Process in VSM	7-46
Portfolio Shipping Instruction Process (Adding Files)	7-48
VSM Vendor Shipping Instruction	7-49
Processing Container (Generating TCMD)	7-58
Break Bulk Shipments—Inputting IBS	7-70
Break Bulk Vendor Shipping Instructions	7-85
jAMS	7-88
Creating Vendor Package	7-93
List of Ultimate Consignee POCs	7-95
Water Commodity Codes	7-97
Status Codes	7-114

Portfolio Booking Process (Creating a Working Folder)

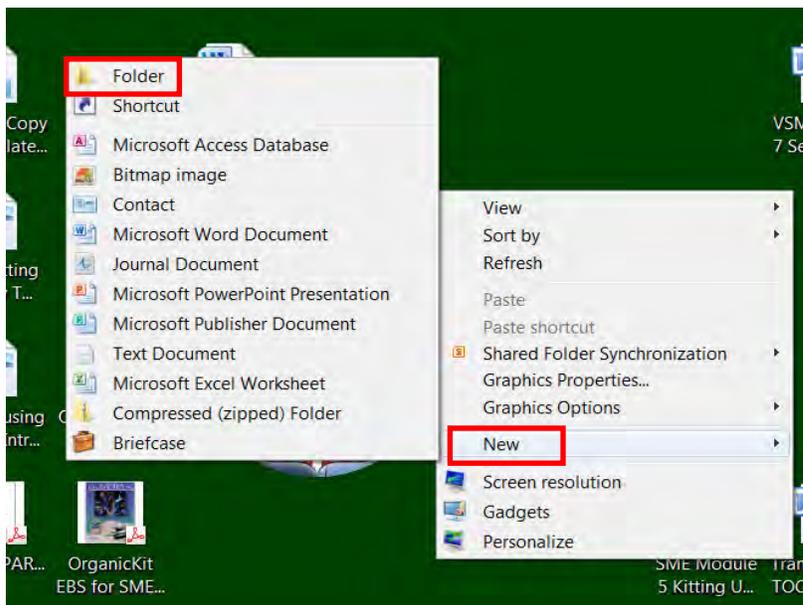
Steps for creating a Working Folder

Follow the steps below for creating a Working Folder.

Step	Action
1	Right click on the desk top and select “Folder” and “New.”
2	Rename the new folder
3	Copy Master Booking Portfolio PDF: From the “I” drive, select <ul style="list-style-type: none"> • “J34TO” • “J34 TOT • “DPMS Enterprise Team” • “Enterprise Transportation Container Team”
4	Double click on “Automation Documentation.
5	Left click on “Master_Booking_Portfolio.PDF shortcut and drag to your working folder.

Step 1

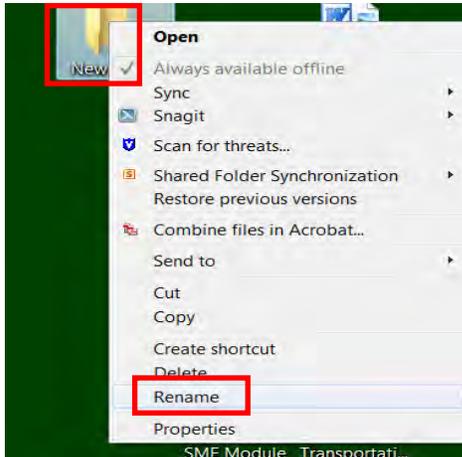
Right click on the desk top and select “Folder and “New.”



Portfolio Booking Process (Creating a Working Folder), Continued

Step 2

Rename the new folder. (See next page for naming conventions.)



Step 3

Double click on “Automation Documentation.”

Step 4

Left click on “Master_Booking_Portfolio.PDF shortcut and drag to your working folder.

Portfolio Booking Process (Creating a Working Folder), Continued

Folder naming conventions

The table below identifies the naming convention format.

Container Booking Process Naming Conventions

Process Stage	Content	Document (s) Added	Document Type	Portfolio Name	Folder on Shared Drive
Japan, Philippines or Guam Bookings	Bookings to customers in Japan, Philippines or Guam	See Below	See Below	Place "JP", "PH", or "GU" at the beginning of Portfolio Name (Eg. JP PCFN Vendor)	See Below
OTO Bookings	Bookings to customers in Afghanistan that will have a one time offer contract with the carrier	See Below	See Below	Place "OTO" and the date the booking is expected to be returned by SDOC at the end of Portfolio Name (Eg. PCFN Vendor OTO mm/dd/yyyy)	See Below
Class IV	Class IV Bookings	See Below	See Below	Place C4 at the beginning of the Portfolio name (Eg. C4 PCFN Vendor)	See Below
Additional Class IV Documents	Contract	PCFN Contract	.pdf	Place C4 at the beginning of the Portfolio name (Eg. C4 PCFN Vendor)	See Below
	Vendor Request for Shipping (ET)	PCFN VSI	Native Application		
	Pictures	PCFN PIC	Native Application		
	Data Sheets	PCFN Data	Native Application		
Booking	1a. Tracking Document	PCFN Tracker	.pdf	PCFN Vendor ¹ See Exceptions for Japan, Philippines, Guam and OTO shipments	"1. Waiting for IBS"
	1b. Booking Request Form	PCFN Booking Req	Native Application		
	1c. IBS Booking Accepted / PCFN Issues	PCFN IBS Status	.pdf		
	1d. Booking Complete Email	PCFN Booked email	.msg		
	2a. IBS Booking Completed	PCFN ETRR	.pdf		
	2b. IBS View ETR Screen	PCFN ETR	.pdf		
Shipping Instructions	2c. IBS View TCN Screen	PCFN TCN	.pdf	Port Cutoff Date PCFN Vendor ^{1,2} (date = mm/dd/yyyy)	"1. Waiting for IBS" (if VSI will not be sent out) "2. Waiting for Packing List" (When VSI has been completed) Pending TCMDs (if TCMD will not be sent out) "1. Completed" (When TCMD is completed)
	2d. VSI Shipping Instructions	PCFN VSI	.pdf		
	2e. Shipping Instructions Email to Vendor	PCFN VSI email	.pdf		
	3a. Packing List from Vendor	PCFN PL (if only 1 packing list)	Native Application		
	3b. Packing List Email from Vendor	PCFN PL email	.pdf		
	4a. TCMD	PCFN TCMD	.pdf		
Changes	5a. Email requesting change	PCFN "Type of Change" email	.pdf	Port Cutoff Date PCFN Vendor "Type of Change" ^{1,2,3}	"1. Waiting for IBS" "2. Waiting for Packing List" "3. Waiting for Packing List"
	5b. Documentation included with email	PCFN "Type of Change" Doc	.pdf		
	5c. New Shipping Instructions	PCFN VSI "Type of Change"	.pdf		
	5d. New Shipping Instructions Email	PCFN VSI email "Type of Change"	.pdf		
	5e. New TCMD	PCFN TCMD "Type of Change"	.pdf		
RFID Tags	6a. Email with RFID Information	PCFN RFID	.pdf	Shared Drive Folder: Port Cutoff Date PCFN Vendor ^{1,2} OR Port Cutoff Date PCFN Vendor "Type of Change" ^{1,2,3}	"1. Completed"
	6b. Shipping Label	PCFN Shipping Label	.pdf		

¹ Vendor DODJAC from List ² Date Format mm/dd/yyyy ³ Type of Change = Increase, Decrease, NoI, Advance, Cancel ⁴ Two weeks from the upcoming Thursday

Inputting IBS Booking

Steps for inputting Integratd Booking System (IBS) booking

Follow these steps for IBS booking.

Step	Action
1	Access the ETA at the following webiste: https://eta.sddc.army.mil/ETASSOPortal/default.aspx
2	Click “IBS Sustainment (IBSSUST).”
3	Click “IBS Sustainment Web (IBSSUST).”
4	Find Sail Date of the Vessel that will apply to this shipment by using the Vessel Schedule on IBS: Click “Vessel Schedules.”
5	Click “Fetch Schedules.”
6	If a specific carrier is requested, input the following: <ul style="list-style-type: none"> • Carrier SCAC • POE Country • POD Country <p><u>Note:</u> Use the Magnifier Tool to search for the Country Initials. Example: United States (US), Kuwait (KU)</p> <p>Click “Search.”</p>
7	Determine if Vessel is a “US Flag”, “Combo” or “Foreign Flag” by looking under the “Service Flag” column. <ol style="list-style-type: none"> 1. U = US Flag 2. C = Combo 3. F = Foreign Flag <p><u>Note:</u> Always utilize “US Flag” vessels when possible</p> <p> Annotate Sail Date, POE, POD and Vessel Flag info on booking paperwork</p> <p>Hard copy of Vessel Schedules are also available if needed. These are located under “Sailing Schedules” in Container Team’s Outlook Folders.</p>
8	If a specific carrier is not requested, look at hard copies of Carrier’s Vessel Schedules. Determine the best Sail Date for shipment, taking into consideration the POE, POD, RDD and Vessel Flag. Remember to utilize “US FLAGS” whenever possible. <p> Annotate Sail Date on booking paperwork for future use.</p> <p>Go back to IBS - ETRR PROCESSING.</p>

Inputting IBS Booking, Continued

Steps for inputting Integratd Booking system (IBS) booking, continued

Follow these steps for IBS booking.

Step	Action
9	Select “NEW CONTAINER ETRR.”
10	<p>Complete the following entries:</p> <ul style="list-style-type: none"> • Requester DODAAC – SC3105 • Postal/Zip Cd – Vendor’s shipping location zip code <p>Click “Shipper Details.”</p>
11	<p>Complete entries for Vendor’s Address.</p> <p><u>Note:</u> Shipper name should match Vendor’s name in VSM.</p> <p>Click “Save and Continue.”</p>
12	<p>Complete the following entries from Vendor Request Form:</p> <ul style="list-style-type: none"> • Ultimate Consignee DODAAC- final destination DODAAC • Number of Vans – enter number of vans requested by Vendor • Van Type – Select from drop down list • TAC – S9SA – only for Class I (can change with new Fiscal Year, valid as of FY14) <p><u>Note:</u> If shipping “land/air” or Marine Corp class I, use TAC code they provide. Sometimes vendors supply a service TAC. If they do, use the one they provide.</p> <ul style="list-style-type: none"> • Temp –F (+ OR -) and Temp Variance-F (+OR-) (input temperature setting requested (only required for Reefer Shipments)) <ul style="list-style-type: none"> • 1. Temp –F: should always show the temp the container should be set (+ OR -) • 2. Temp Variance-F: should always show (+0) <p>Select “Carrier Provided”</p>

Inputting IBS Booking, Continued

Steps for inputting Integratd Booking system (IBS) booking, continued

Follow these steps for IBS booking.

Step	Action
12, continued	<p>“Movement Type” field, select one of the following from drop down list:</p> <ul style="list-style-type: none"> • “DOOR TO PORT” (If shipment is from Vendor to Port of Export (POE) – K TERMS) • “DOOR TO DOOR” (If shipment is from Vendor to ultimate destination –M TERMS (MOST COMMON)) • “PORT TO DOOR” (If shipment is from Port of Debarkation (POD) to ultimate destination – K TERMS) • “PORT TO PORT” (If shipment is from Port of Export (POE) to Port of Debarkation (POD) – K TERMS) <p>Input:</p> <ul style="list-style-type: none"> • “Available Date” (input date the freight will be ready for pick up at Vendor’s site by carrier as listed on Vendor Request Form) • “RDD” (using Sail Date annotated earlier and SDDC RDD CUSTOMER ADVISORY TO ULTIMATE CONSIGNEE (example follows), determine the estimated RDD for shipment. <p>According to the days listed on the RDD Advisory, add that figure to the Vessel Sail Date.</p> <p>Example:</p> <ul style="list-style-type: none"> • Sail Date was May 21ST, 141 Day • Plus 44 days to Kuwait (Listed on RDD ADVISORY#CA-09-04/02-0073, Dated 2 April 2009) for DOOR TO DOOR • 185 Day, JULY 4TH • DO NOT use weekends or Holidays • The estimated RDD is July 6TH, 187 Day

Inputting IBS Booking, Continued

Steps for inputting Integratd Booking system (IBS) booking, continued

Follow these steps for IBS booking.

Step	Action
13	<p>Click “SPOT DATE.”</p> <p>Input:</p> <ul style="list-style-type: none"> • Date to Spot Trailers at Vendor site (same as available to load date) • number of vans available on that date. <p><u>Note:</u> If more than one van, Vendor should specify if all are available on same day.</p> <p>Click “Save and Continue.”</p>
14	<p>On the “Shipper Preference” screen, input</p> <ul style="list-style-type: none"> • Requested Carrier SCAC • POE <p><u>Note:</u> If Ameriquial UGR-A Booking, Must go to POD JF1 Bremerhaven</p> <ul style="list-style-type: none"> • Voyage Document Identifier (VOYDOC) and Year • COMBO/FOREIGN FLAG REASON (select a reason from drop down if vessel is Combo – Foreign Flag vessel must be approved by SDDC). <p>See page 7-13 for instructions on determining “VESSEL FLAG”.</p> <p>Click “Save and Continue.”</p>
15	<p>Input:</p> <ul style="list-style-type: none"> • Project CD—All Northern Distribution Network (NDN) Afghanistan Bookings – input “OBJ” for surface NDN shipments and MM5 for Multimodal NDN Shipments • POC Name and Corresponding Phone Numbers – your information • Point of Contact • Input Vendor and Ultimate Consignee POC/EMAIL <p>See end of this module for Ultimate Consignee Points of Contact (POCs).</p> <ul style="list-style-type: none"> • Delivery Information to Carrier <ul style="list-style-type: none"> • All Bookings – input information from booking request to include PO#, Vendor POC name and number, if Temperature Monitoring Device (TMD) is required all refrigerated shipments (Vendor will state on request), etc. • All Afghanistan Bookings – Input “Daily ITV Required” and Cargo Clearance Required.

Inputting IBS Booking, Continued

Steps for inputting Integratd Booking system (IBS) booking, continued

Follow these steps for IBS booking.

Step	Action										
15, continued	<p>In “Remarks to Booker” include the following:</p> <table border="1" data-bbox="394 453 1458 1010"> <thead> <tr> <th data-bbox="394 453 846 491">If...</th> <th data-bbox="846 453 1458 491">Then input...</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 491 846 569">NDN AFGHANISTAN (CLASS I TRUCK) BOOKINGS</td> <td data-bbox="846 491 1458 569">“NDN VIA RIGA FOR TRANSLOAD TO ALL TRUCK MOVE”.</td> </tr> <tr> <td data-bbox="394 569 846 716">NDN AFGHANISTAN (RAIL) BOOKINGS</td> <td data-bbox="846 569 1458 716">“SHIPMENT REQUIRES NDN RAIL MOVEMENT”.</td> </tr> <tr> <td data-bbox="394 716 846 898">STOP OFF BOOKINGS</td> <td data-bbox="846 716 1458 898"> <p>“STOP” DODAACS and Final Destination DODAAC.</p> <p>Specify which DODAAC is 1ST STOP, 2ND STOP, ETC and Final Destination.</p> </td> </tr> <tr> <td data-bbox="394 898 846 1010">PANAMA BOOKING</td> <td data-bbox="846 898 1458 1010">“SHORTER SAIL TIME AND THE LIMITED SHELF LIFE OF THE PRODUCT”</td> </tr> </tbody> </table> <p>Click “Save and Continue.”</p>	If...	Then input...	NDN AFGHANISTAN (CLASS I TRUCK) BOOKINGS	“NDN VIA RIGA FOR TRANSLOAD TO ALL TRUCK MOVE”.	NDN AFGHANISTAN (RAIL) BOOKINGS	“SHIPMENT REQUIRES NDN RAIL MOVEMENT”.	STOP OFF BOOKINGS	<p>“STOP” DODAACS and Final Destination DODAAC.</p> <p>Specify which DODAAC is 1ST STOP, 2ND STOP, ETC and Final Destination.</p>	PANAMA BOOKING	“SHORTER SAIL TIME AND THE LIMITED SHELF LIFE OF THE PRODUCT”
If...	Then input...										
NDN AFGHANISTAN (CLASS I TRUCK) BOOKINGS	“NDN VIA RIGA FOR TRANSLOAD TO ALL TRUCK MOVE”.										
NDN AFGHANISTAN (RAIL) BOOKINGS	“SHIPMENT REQUIRES NDN RAIL MOVEMENT”.										
STOP OFF BOOKINGS	<p>“STOP” DODAACS and Final Destination DODAAC.</p> <p>Specify which DODAAC is 1ST STOP, 2ND STOP, ETC and Final Destination.</p>										
PANAMA BOOKING	“SHORTER SAIL TIME AND THE LIMITED SHELF LIFE OF THE PRODUCT”										
16	<p>Input:</p> <ul style="list-style-type: none"> • COMMODITY CD- Corresponding Commodity Code for shipment – 50XZ9 for Dry, 10XZ9 for Chilled, 19XZ9 for Frozen. (See end of module for Water Commodity Codes.) • TYPE CD – Z (No special Type of Cargo Code applicable) • HANDLING CD – 9 (No special handling required, SGL HDLG Condition) • TYPE PACK CD – ZD (Loaded to Capacity by Vendor (SEAVAN)) • WEIGHT – According to size of Container- 20’ = 20000, 40’ = 40000 • CUBE – According to size of Container- 20’ = 1160, 40’ = 2360 <p>Click “ACCESSORIAL SERVICES.”</p>										

Inputting IBS Booking, Continued

Steps for inputting Integratd Booking system (IBS) booking, continued

Follow these steps for IBS booking.

Step	Action
17	<p>Select all that apply from the dropdown menu:</p> <ul style="list-style-type: none"> • DV (DAILY ITV), IC (CARGO CLEARANCE IMPORT)—ALL AFGHANISTAN BOOKINGS • DP (DROP AND PICK)—DROP AND PICK BOOKINGS • A (OCONUS STOP OFF)—STOP OFF BOOKINGS • E (CONTROLLED ATMOSPHERE)—GENERAL PRODUCE • EH (CARGO HANDLING EXPORT)—IF PORT STUFFS CONTAINERS <p>Click “Save and Continued.”</p>
18	<p><u>For Stop Off Shipments Only</u></p> <p>Click “STOPOFF”</p> <p><u>Note:</u> The StopOff DODAACS will be annotated on initial booking requests.</p>
19	<p><u>For Stop Off Shipments Only</u></p> <p>Input Stop Off DODAAC(s) in order as to stop.</p> <p>Choose from drop down as to type of Stop Off, Origin or Destination.</p> <p>Click “Save and Continue.”</p>
20	<p><u>For Stop Off Shipments Only</u></p> <p>Click “Preview” to ensure all information has been input correctly.</p> <p>Click “Commit.”</p> <p>Your booking request is now complete.</p>

Inputting IBS Booking, Continued

Step 1

Access Electronic Transportation Acquisition (ETA) at the following website:
<https://eta.sddc.army.mil/ETASSOPortal/default.aspx>

Step 2

Click “IBS Sustainment (IBSSUST).”



Step 3

Click “IBS Sustainment Web (IBSSUST).”

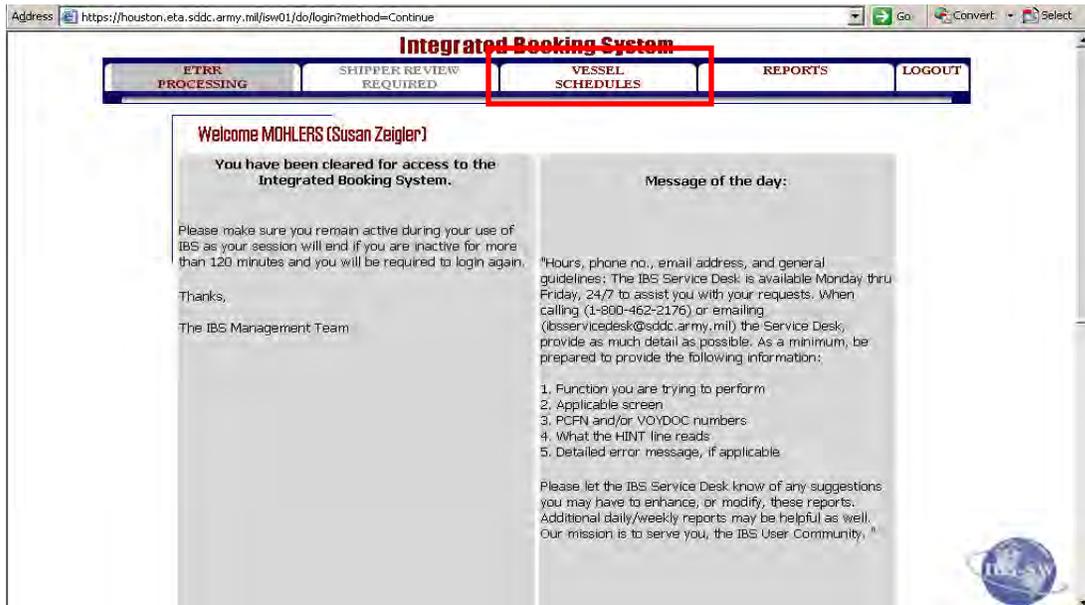


Inputting IBS Booking, Continued

Step 4

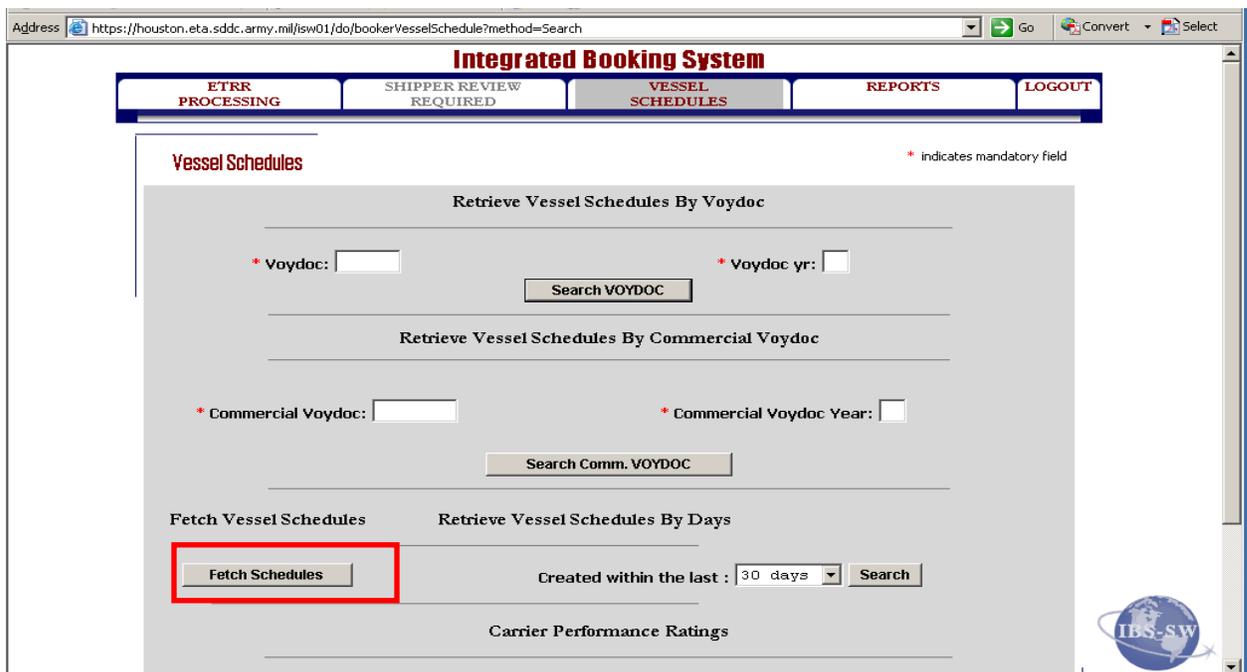
Find Sail Date of the Vessel that will apply to this shipment by using the Vessel Schedule on IBS:

Click “Vessel Schedules.”



Step 5

Click “Fetch Schedules.”



Inputting IBS Booking, Continued

Step 6

If a specific carrier is requested, input the following:

- Carrier SCAC
- Port of Embarkation (POE) Country
- Port of Debarkation (POD) Country

Note: Use the Magnifier Tool to search for the Country Initials.

Example: United States (US), Kuwait (KU)

Click “Search.”

Fetch Vessel Schedules

* Route ID or POE/POD or POE/POD Country or POE Country/POD or POE Country/POD Country is required.
* If no Departure Date or Arrival Date entered, schedules will be retrieved for all future vessel sailings

Retrieve Vessel Schedules

Carrier:  Route Id: 

Commercial Voydoc: Commercial Voydoc Year:

POE COUNTRY:  POD COUNTRY: 

POE:  POD: 

IRCS: 

Ship Name:

Earliest Departure Date(DD-MON-YYYY):

Latest Arrival Date(DD-MON-YYYY):

Service Flag: U.S. Flag Only Foreign Combo

Include omitted ports: Include full vessels:

Ordered By:
 Carrier POE Departure Date POD Arrival Date

Inputting IBS Booking, Continued

Step 7

Determine if vessel is a “US Flag”, “Combo” or “Foreign Flag” by looking under the “Service Flag” column.

1. U = US Flag
2. C = Combo
3. F = Foreign Flag

Note: Always utilize “US Flag” vessels when possible



Annotate Sail Date, POE, POD and Vessel Flag info on booking paperwork

Hard copy of Vessel Schedules are also available if needed. These are located under “Sailing Schedules” in Container Team’s Outlook Folders.

Service Flag	VOYDOC / Yr	Comm. VOYDOC / Yr	Carrier	Ship Name	IRCS	POE	POD	POE DEPARTURE DATE	POD ARRIVAL DATE	Dry Cutoff Date
U	A2462/ 10	7291005/ 10	MAEU	MAERSK WYOMING	WKPF	1MA	QA4	03-APR-2010	02-MAY-2010	01-APR-2
C	A2457/ 10	20C1005/ 10	MAEU	HS CHALLENGER	A8EJ7	1MA	QA4	07-APR-2010	16-MAY-2010	05-APR-2
C	A2520/ 10	0441007/ 10	MAEU	MAERSK UTAH	WKAB	1MA	QA4	09-APR-2010	02-MAY-2010	07-APR-2
C	A2463/ 10	10I1005/ 10	MAEU	MAERSK DRUMMOND	A8JF3	1MA	QA4	10-APR-2010	09-MAY-2010	09-APR-2
C	A2584/ 10	0W71007/ 10	MAEU	CMA CGM AMBER	2BHA6	1MA	QA4	13-APR-2010	23-MAY-2010	12-APR-2
U	A2549/ 10	83W1005/ 10	MAEU	MAERSK MISSOURI	WAHV	1MA	QA4	16-APR-2010	09-MAY-2010	14-APR-2
U	A2564/ 10	7221005/ 10	MAEU	MAERSK KENTUCKY	WKPY	1MA	QA4	17-APR-2010	16-MAY-2010	16-APR-2
C	A2585/ 10	97M1007/ 10	MAEU	META	A8CG9	1MA	QA4	20-APR-2010	30-MAY-2010	19-APR-2
U	A2686/ 10	0271005/ 10	MAEU	MAERSK OHIO	KABP	1MA	QA4	23-APR-2010	16-MAY-2010	21-APR-2
C	A2707/ 10	96Z1005/ 10	MAEU	MAERSK DAVAO	A8HN6	1MA	QA4	24-APR-2010	23-MAY-2010	23-APR-2
C	A2719/ 10	22C1007/ 10	MAEU	PONA	A8LE2	1MA	QA4	27-APR-2010	06-JUN-2010	26-APR-2
U	A2687/ 10	0471007/ 10	MAEU	MAERSK MONTANA	WCDP	1MA	QA4	30-APR-2010	23-MAY-2010	28-APR-2
U	A2708/ 10	7611005/ 10	MAEU	MAERSK IDAHO	WKPM	1MA	QA4	01-MAY-2010	30-MAY-2010	30-APR-2
C	A2724/ 10	98M1007/ 10	MAEU	LIWIA P	ELZU3	1MA	QA4	04-MAY-2010	13-JUN-2010	03-MAY-2
U	A2688/ 10	0251007/ 10	MAEU	MAERSK IOWA	KABL	1MA	QA4	07-MAY-2010	30-MAY-2010	05-MAY-2
C	A2709/ 10	6YF1017/ 10	MAEU	MAERSK DAUPHIN	MSTH6	1MA	QA4	08-MAY-2010	06-JUN-2010	07-MAY-2
C	A2734/ 10	19C1007/ 10	MAEU	WESTERTAL	A8IG9	1MA	QA4	11-MAY-2010	20-JUN-2010	10-MAY-2
U	A2798/ 10	84W1007/ 10	MAEU	MAERSK CAROLINA	WBDS	1MA	QA4	14-MAY-2010	06-JUN-2010	12-MAY-2

Inputting IBS Booking, Continued

Step 8

If a specific carrier is not requested, look at hard copies of Carrier’s Vessel Schedules.

Determine the best Sail Date for shipment, taking into consideration the POE, POD, RDD and Vessel Flag. Remember to utilize “US FLAGS” whenever possible.

 Annotate Sail Date on booking paperwork for future use.

Service: 600
SALALAH - VESSEL SAILING SCHEDULE

Departs	MILITARY PORT ID	N3431 / MAERSK SENTOSA	N3504 / MAERSK KENSINGTON	N3557 / MAERSK KINLOSS	N3594 / MAERSK SELETAR	N3727 / MAERSK CHICAGO	
SALALAH	PJ8	2019-09-19 / 101936W	U	2019-09-26 / 159937W	U	2019-10-11 / 100939W	U
Arrives							
ALGECRAS	KJ6	2019-09-29 / 101936W	U	2019-10-06 / 159937W	U	2019-10-13 / 100939W	U
DUBOULT	PE1	2019-10-12 / 718936E	U	2019-10-19 / 709937E	U	2019-11-02 / 709939E	U
LEGHORN	KFS	2019-10-16 / 516936E	C	2019-10-23 / 645936E	C	2019-11-06 / 670941E	C
AQABA	PE1	2019-10-10 / C16940E	C	2019-10-17 / H5941E	C	2019-10-24 / 748942E	C
NEWARK	1G9	2019-10-07 / 201936W	U	2019-10-14 / 159937W	U	2019-10-21 / 100939W	U
CHARLESTON	1P2	2019-10-10 / 101936W	U	2019-10-17 / 159937W	U	2019-10-24 / 100939W	U
SAVANNAH	1Q1	2019-10-11 / 101936W	U	2019-10-18 / 159937W	U	2019-10-25 / 100939W	U
HOUSTON	2E4	2019-10-16 / 101936W	U	2019-10-23 / 159937W	U	2019-10-30 / 100939W	U
NORFOLK	1M1	2019-10-13 / 101941E	U	2019-10-20 / 159942E	U	2019-11-06 / 100944E	U

600 - Service
SALALAH - VESSEL SAILING SCHEDULE

Departs	MILITARY PORT ID	N3432 / MAERSK KINLOSS	N3505 / MAERSK SELETAR	N3556 / MAERSK CHICAGO	N3555 / MAERSK RITTSBURGH	N3728 / MAERSK ATLANTA	
SALALAH	PJ8	2019-09-18 / 160932E	U	2019-09-25 / 100933E	U	2019-10-02 / 709934E	U
Arrives							
JEBEL ALI	PQ7	2019-09-21 / 160932E	U	2019-09-28 / 100933E	U	2019-10-05 / 709934E	U
ANTWERP	JH2	2019-10-27 / SP4339W	C	2019-11-03 / SP2340W	C	2019-11-10 / SP3341W	C
BREMERTHAVEN	JF1	2019-10-30 / SP4339W	C	2019-11-06 / SP2340W	C	2019-11-13 / SP3341W	C
ROTTERDAM	JG1	2019-11-03 / SP4339W	C	2019-11-10 / SP2340W	C	2019-11-17 / SP3341W	C
DUBOULT	PE1	2019-09-30 / 690339W	C	2019-10-07 / W43940W	C	2019-10-14 / 180941W	C
MOMBASA	NE1	2019-10-27 / 3CM940S	C	2019-10-27 / 3CM940S	C	2019-11-03 / 838941S	C
SHUJAIH	PN1	2019-09-25 / 4G9197B	C	2019-10-02 / 4G9198B	C	2019-10-09 / 4G9198B	C
SHUJABA	PN2	2019-09-30 / 19F002B	C	2019-10-04 / 19F002B	C	2019-10-11 / 19F003B	C
BAHRAIN	PK5	2019-10-01 / K8T000S	C	2019-10-08 / K8T000S	C	2019-10-15 / K8T000S	C
BUSAN	UDC	2019-10-07 / V09936E	C	2019-10-24 / 439937E	C	2019-10-31 / 819938E	C
LOS ANGELES	SH2	2019-11-08 / M1W011E	U	2019-11-15 / M1V013E	U	2019-11-22 / M1U014E	U
OAKLAND	SD2	2019-11-08 / M1W011E	U	2019-11-15 / M1V013E	U	2019-11-22 / M1U014E	U
PORT QASIM	Q44	2019-09-24 / 160932E	U	2019-10-01 / 100933E	U	2019-10-08 / 709934E	U

28X - Service
SALALAH - VESSEL SAILING SCHEDULE

Departs	MILITARY PORT ID	N3433 / HANSA AMERICA	N3506 / MAERSK BROOKLYN	N3558 / HUGO SCHULTE	N3566 / MAERSK WINTONVILLE	N3729 / HANSA AMERICA	
SALALAH	PJ8	2019-09-18 / 160932E	U	2019-09-25 / 100933E	U	2019-10-02 / 709934E	U

Go back to IBS - ETRR PROCESSING.

Inputting IBS Booking, Continued

Step 9

Select “NEW CONTAINER ETRR.”

Integrated Booking System

ETRR PROCESSING | SHIPPER REVIEW REQUIRED | VESSEL SCHEDULES | REPORTS | LOGOUT

ETRR * indicates mandatory field

Create ETRR

New Container ETRR | **New Breakbulk ETRR**

Retrieve ETRR by Entire PCFN (No wildcard characters)

* PCFN: PCFN Year:

Search

Advanced ETRR Search

PCFN: PCFN Year:

Status Code: Requester DODAAC:

Booker ID: Shipper:

Date Created (DD-MMM-YYYY): Ultimate Consignee DODAAC:

Document Identifier: User ID:

Booking Office Name: TCN:

Step 10

Complete the following entries:

- Requester DODAAC – SC3105
- Postal/Zip Cd – Vendor’s shipping location zip code

Click “Shipper Details.”

Unit Name: Material Class: UNCLASSIFIED

ULN:

MET Code: Select a MCT Code

* ETR Deliv Method: ON LINE * ETR Deliv E-Mail: ON LINE REQUEST

FMS Suppad: **Add ETR Info**

FMS Deliv Term Cd: Select an FMS Delivery Term

Service Contract: Select a Service Contract

* Requester DODAAC: SC3105 **Requester Details**

Shipper DODAAC: **Postal/Zip Cd: 21851**

Shipper CAGE: **Shipper Details** **Booking Office**

* Ultimate Consignee DODAAC: **Consignee Details**

* Number of Vans: * Van Type Id: Select a Van Type

TAC: * Gov't Owned Gov't Leased Carrier Provided

Temp -F (+ or -): Temp Variance-F (+ or -):

* Lading Terms: Select a lading term

* Movement Type: Select a Movement Type

* Available Date(DD-MON-YYYY): * RDD(DD-MON-YYYY):

* Spot Date Indicator: Spot Dates **Shipper Preferences**

Inputting IBS Booking, Continued

Step 11

Complete entries for Vendor’s Address.

Note: Shipper name should match Vendor’s name in VSM.

Click “Save and Continue.”

Integrated Booking System

ETRR PROCESSING SHIPPER REVIEW REQUIRED VESSEL SCHEDULES REPORTS LOGOUT

Build Container ETRR DODAAC:

SHIPPER DODAAC

* Shipper Name: SYS CO EASTERN

* Shipper Address: 33239 COSTEN

Shipper City: POCOMOKE CITY

Shipper State Code: MD

Shipper Zip Code: 21851

Save and Continue Back

{ About IBS | E-mail Us | Help | Documentation }

IBS-SW

Inputting IBS Booking, Continued

Step 12

Complete the following entries from Vendor Request Form:

- Ultimate Consignee DODAAC- final destination DODAAC
- Number of Vans – enter number of vans requested by Vendor
- Van Type – Select from drop down list
- TAC – S9SA – only for Class I (can change with new Fiscal Year, valid as of FY14)

Note: If shipping “land/air” or Marine Corp class I, use TAC code they provide.
Sometimes vendors supply a service TAC. If they do, use the one they provide.

- Temp -F (+ OR -) and Temp Variance-F (+OR-) (input temperature setting requested (only required for Reefer Shipments))
 - 1. Temp -F: should always show the temp the container should be set (+ OR -)
 - 2. Temp Variance-F: should always show (+0)

Select “Carrier Provided”

The screenshot shows a web-based form for entering shipping details. Key fields include:

- Shipper Details:** Shipper CAGE (empty), Shipper Details button.
- Consignee Details:** Ultimate Consignee DODAAC: SD0802, Number of Vans: 1, TAC: S9SA, Temp -F (+ or -): (empty).
- Shipping Options:** Van Type Id: 40FT-DRYHICUBE, Gov't Owned (radio), Gov't Leased (radio), Carrier Provided (radio, selected), Temp Variance-F (+ or -): (empty).
- Other Fields:** Lading Terms: A - FOB ORIGIN. Source Stuff (M-Terms), Movement Type: DOOR TO DOOR, Available Date: 19-MAY-2010, RDD: 06-JUL-2010, Spot Date Indicator: Y, POC Name: Susan Zeigler, POC Commercial Phone: 7177706381, POC DSN Phone: 7716381, Project Cd: OBU, POC Commercial Fax: 7177702701, POC DSN Fax: 7712701.
- Delivery Information:** Delivery Information To Carrier: DAILY ITV REQUIRED. PO#, POC # ETC., Remarks to Booker: SHIPMENT REQUIRES NDN BOOKING, ETC. CONTAINER POOL AVAIL, Container Numbers: (empty).

Inputting IBS Booking, Continued

Step 12, continued

“Movement Type” field, select one of the following from drop down list:

- **“DOOR TO PORT”** (If shipment is from Vendor to POE – K TERMS)
- **“DOOR TO DOOR”** (If shipment is from Vendor to ultimate destination –M TERMS (MOST COMMON))
- **“PORT TO DOOR”** (If shipment is from POD to ultimate destination – K TERMS)
- **“PORT TO PORT”** (If shipment is from POE to POD – K TERMS)

The screenshot shows a web-based booking form for IBS. The form is divided into several sections: Shipper Details, Consignee Details, and Booking Office. The 'Movement Type' dropdown menu is highlighted with a red box, and its options are: 'DOOR TO DOOR', 'DOOR TO PORT', 'PORT TO DOOR', and 'PORT TO PORT'. The 'DOOR TO DOOR' option is currently selected. Other fields include Shipper CAGE, Ultimate Consignee DODAAC, Number of Vans, TAC, Temp -F (+ or -), Lading Terms, Available Date, Spot Date Indicator, Emergency Condition Code, POC Name, POC Commercial Phone, POC DSN Phone, RDD, Project Cd, POC Commercial Fax, POC DSN Fax, Delivery Information To Carrier, Remarks to Booker, and Container Numbers. The Booking Office is listed as OCCA FT. EUSTIS. The IBS-SW logo is visible in the bottom right corner.

Inputting IBS Booking, Continued

Step 12, continued

Input:

- “Available Date” (input date the freight will be ready for pick up at Vendor’s site by carrier as listed on Vendor Request Form)
- “RDD” (using Sail Date annotated earlier and SDDC RDD CUSTOMER ADVISORY TO ULTIMATE CONSIGNEE (example follows), determine the estimated RDD for shipment.)

According to the days listed on the RDD Advisory, add that figure to the Vessel Sail Date.

Example:

- Sail Date was May 21ST, 141 Day
- Plus 44 days to Kuwait (Listed on RDD ADVISORY#CA-09-04/02-0073, Dated 2 April 2009) for DOOR TO DOOR
- 185 Day, JULY 4TH
- DO NOT use weekends or Holidays
- The estimated RDD is July 6TH, 187 Day

Address: <https://houston.eta.sddc.army.mil/isw01/do/buildEtrr>

Shipper CAGE:

Ultimate Consignee DODAAC:

Number of Vans:

TAC:

Temp -F (+ or -):

Lading Terms:

Movement Type:

Available Date(DD-MON-YYYY):

Spot Date Indicator:

Emergency Condition Code:

POC Name:

POC Commercial Phone:

POC DSN Phone:

Point Of Contact:

Delivery Information To Carrier:

Remarks to Booker:

Container Numbers:

Shipper Details:

Booking Office:

Consignee Details:

Van Type Id:

Gov't Owned Gov't Leased Carrier Provided

Temp Variance-F (+ or -):

Shipper Preferences:

Project Cd:

POC Commercial Fax:

POC DSN Fax:

Inputting IBS Booking, Continued

Customer Advisories

All MSDDC Customer Advisories will be posted directly to SDDC Website at www.sddc.army.mil

Click on “Domestic Movement Support” and “Customer Advisories” from the dropdown menu.

Click on the advisory you wish to view.

The screenshot shows the SDDC website interface. At the top, the logo for the United States Army Military Surface Deployment & Distribution Command is displayed. Below the logo is a navigation bar with the following items: Home, SDDC, DTTS, Domestic Movement Support (highlighted with a red box), International Movement Support, TEA, Resources, MOTCO Environmental, IG Complaint Form, and Links. Below the navigation bar, there is a section for Customer & Carrier Advisories. A yellow banner reads: "Customer/Carrier Advisory Posting/Signup. Customers wanting to receive Advisories must Register by completing the 'Register for Advisories' application at: Register to Receive SDDC Advisory Notices. Please send request to post Customer and or Carrier Advisory to Domestic Freight Service Branch at: usarmy.scott.sddc.mbx.g3-domestic-freight-services-branch@mail.mil". Below this, there are tabs for Customer & Carrier Advisories, Customer Advisories (selected), Carrier Advisories, and Expand All. A table lists several advisories for the year 2019, with a red bracket on the left side of the table.

Name	Modified
Year : 2019 (27)	
26 Sept 2019 Shipper Session STO CA-19 09 03 0062	9/10/2019 11:33
Container Flatrack Shipments Bound for Singapore and Diego Garcia CA-19-08-20 0061.docx	8/23/2019 15:42
Shipment Planning Checklist for Domestic Motor and Rail Shipments CA-19-08-16 0057	8/20/2019 9:30
2019 NDTA Fall Meeting CA-19-08-16 0058	8/20/2019 9:30
Suez Panama Canal Class 7 Documentation Requirements CA-19-08-06-0054	8/7/2019 9:53

The screenshot shows a document titled "Military Surface Deployment and Distribution Command Customer/Carrier Advisory APRIL 30, 2019 CA-19-04-30-0024". The document contains the following information:

Subject: Shipping Cargo into EUROM AOR IAW SOFA

Purpose: To advise all DoD shippers about the rules and regulations that apply for the shipment of DoD cargo in accordance with the Status of Forces Agreement (SOFA) to, from and within the EUROM AOR.

Be Advised: For shipments to be afforded duty-free entry on a Form 302, the U.S. Forces **must own** the material in the shipment at the time of entry and be in support of U.S. Forces, DoD, and Government Owned/Contractor Operated material physically shipped **directly** from a U.S. Forces organization/agency/unit to a U.S. Forces organization/agency/unit are authorized to be cleared on the Form 302. Otherwise, all import duty fees must be incurred by the shipper/receiving activity. Cargo shipped into the EUROM AOR not meeting prescribed guidance will be returned to sender. The consignor and consignee DODAACs must be U.S. Forces entities. Contractor DODAACs are permitted to ship/receive in care of U.S. Forces as long as the contracting agency has permanently assigned U.S. Forces personnel.

NOTE #1: NATO SOFA (Articles XI, XII, and XIII) authorizes the duty-free import, export, and in-transit movement of U.S. Forces shipments regardless of the transportation mode used. Unless it meets the requirements outlined in the Defense Transportation Regulation (DTR) Part V, Chapter 510, or the Allied Movement Publication (AMoVP) 2 Procedures for Surface Movement Across National Frontier and NATO SOFA to warrant issuance of a 302, the customer must pay the import duty fees (and not issue a Form 302) at the Host Nation (HN) may act as the responsible activity to issue their 302 or authorized customs document.

NOTE #2: The importation of DoD cargo into the European Economic Union (EEU) and the movement of DoD cargo within the EEU always require a customs declaration. DoD cargo is considered "Non-Community Items" and therefore is not allowed "free circulation." A customs declaration is required each time DoD cargo crosses EEU member-state borders.

Inputting IBS Booking, Continued

Step 13

Click “SPOT DATE.”

Input:

- Date to Spot Trailers at Vendor site (same as available to load date)
- number of vans available on that date.

Note: If more than one van, Vendor should specify if all are available on same day.

Click “Save and Continue.”

The screenshot displays the 'Integrated Booking System' interface. At the top, there is a navigation bar with buttons for 'ETRR PROCESSING', 'SHIPPER REVIEW REQUIRED', 'VESSEL SCHEDULES', 'REPORTS', and 'LOGOUT'. The main content area is titled 'Build Container ETRR' and includes fields for 'PCFN:' and 'PCFN Year:'. Below this is a 'SPOT DATES' section with the text 'Total number of vans: 1'. A table is presented with three columns: '* Spot Date', 'Time', and 'Number of Vans'. The first row of the table contains the date '19-MAY-2010', an empty time field, and the number '1'. Below the table, there are two buttons: 'Save and Continue' and 'Back'. At the bottom of the page, there is a footer with links: '{ About IBS | E-mail Us | Help | Documentation }' and a logo for 'IBS-SW'.

Inputting IBS Booking, Continued

Step 14

On the “Shipper Preferences” screen, input

- Requested Carrier SCAC
- POE

Note: If Ameriquil UGR-A Booking, Must go to POD JF1 Bremerhaven

- VOYDOC and Year
- COMBO/FOREIGN FLAG REASON (select a reason from drop down if vessel is Combo – Foreign Flag vessel).

See page 7-13 for instructions on determining “VESSEL FLAG”.

Click “Save and Continue.”

Integrated Booking System

ETRR PROCESSING SHIPPER REVIEW REQUIRED VESSEL SCHEDULES REPORTS LOGOUT

Build Container ETRR PCFN: PCFN Year:

Shipper Preferences

Carrier: MAEU POE: 1MA

Voydoc / Yr: A2192 / 10

Combo/Foreign Flag Reason: Select Reason/Combo - Foreign Flag

- Select Reason/Combo - Foreign Flag
- D - POD REQUIREMENT
- F - FIRST ARRIVING VESSEL TO THE POD
- M - FIRM RDD FOR MISSION
- R - REEFER SERVICE REQUIRED
- T - REQUIRED TO MOVE IN TIMELY MANNER
- W - WEEKLY VESSEL IS REQUIRED

Save and Continue

{ About IBS | E-mail Us | Help | Documentation }

IBS-SW

Inputting IBS Booking, Continued

Step 15

Input:

- Project CD—All NDN Afghanistan Bookings – input “OBJ” for NDN shipments
- POC Name and Corresponding Phone Numbers – your information
- Point of Contact -
 - Input Vendor and Ultimate Consignee POC/EMAIL
 - See end of this module for Ultimate Consignee POCs.
- Delivery Information to Carrier
 - All Bookings – input information from booking request to include PO#, Vendor POC name and number, if Temperature Monitoring Device (TMD) is required (Vendor will state on request), etc.
 - All Afghanistan Bookings – Input “Daily ITV Required” and Cargo Clearance Required.

The screenshot shows a web-based booking form with the following fields and values:

- TAC: S9SA
- Temp -F (+ or -): [Empty]
- Temp Variance-F (+ or -): [Empty]
- * Lading Terms: A - FOB ORIGIN. Source Stuff (M-Terms)
- * Movement Type: DOOR TO DOOR
- * Available Date(DD-MON-YYYY): 19-MAY-2010
- * RDD(DD-MON-YYYY): 6-JUL-2010
- * Spot Date Indicator: Y
- Emergency Condition Code: [Empty]
- * POC Name: Susan Zeigler
- * POC Commercial Phone: 7177706381
- POC DSN Phone: 7716381
- Project Cd: OBJ
- POC Commercial Fax: 7177702701
- POC DSN Fax: 7712701
- Delivery Information To Carrier: DAILY ITV REQUIRED. PO#, POC # ETC.
- Remarks to Booker: SHIPMENT REQUIRES NDN BOOKING, ETC. CONTAINER POOL AVAIL
- Container Numbers: [Empty]

Buttons visible include "Spot Dates", "Shipper Preferences", "Point Of Contact", "Save and Continue", and "Back".

Inputting IBS Booking, Continued

Step 15, continued

In “Remarks to Booker” include the following:

If...	Then input...
NDN AFGHANISTAN(CLASS I TRUCK) BOOKINGS	“NDN VIA RIGA FOR TRANSLOAD TO ALL TRUCK MOVE”.
NDN AFGHANISTAN (RAIL) BOOKINGS	“SHIPMENT REQUIRES NDN RAIL MOVEMENT”. Note: This applies to MRE shipments.
STOP OFF BOOKINGS	“STOP” DODAACS and Final Destination DODAAC. Specify which DODAAC is 1 ST STOP, 2 ND STOP, ETC and Final Destination.
PANAMA BOOKING	“SHORTER SAIL TIME AND THE LIMITED SHELF LIFE OF THE PRODUCT”

Click “Save and Continue.”

The screenshot shows a web-based shipping booking interface. The 'Remarks to Booker' field is highlighted with a red box and contains the text: "SHIPMENT REQUIRES NDN BOOKING, ETC. CONTAINER POOL AVAIL". Other visible fields include:

- Shipper CAGE: []
- Ultimate Consignee DODAAC: S00802
- Number of Vans: 1
- TAC: S9SA
- Temp -F (+ or -): []
- Lading Terms: A - FOB ORIGIN. Source Stuff (M-Terms)
- Movement Type: PORT TO PORT
- Available Date(DD-MON-YYYY): 19-MAY-2010
- Spot Date Indicator: Y
- Emergency Condition Code: []
- POC Name: Susan Zeigler
- POC Commercial Phone: 7177706381
- POC DSN Phone: 7716381
- Project Cd: OBJ
- POC Commercial Fax: 7177702701
- POC DSN Fax: 7712701
- Delivery Information To Carrier: DAILY ITV REQUIRED, PO#, POC # ETC.
- Container Numbers: []

Inputting IBS Booking, Continued

Step 16

Input:

- COMMODITY CD- Corresponding Commodity Code for shipment – 50XZ9 for Dry, 10XZ9 for Chilled, 19XZ9 for Frozen. (See end of this module for Water Commodity Codes.)
- TYPE CD – Z (No special Type of Cargo Code applicable)
- HANDLING CD – 9 (No special handling required, SGL HDLG Condition)
- TYPE PACK CD – ZD (Loaded to Capacity by Vendor (SEAVAN))
- WEIGHT – According to size of Container- 20' = 20000, 40' = 40000
- CUBE – According to size of Container- 20' = 1160, 40' = 2360

Click “ACCESSORIAL SERVICES.”

Integrated Booking System

ETRR PROCESSING SHIPPER REVIEW REQUIRED VESSEL SCHEDULES REPORTS LOGOUT

Build Container ETRR PCFN: PCFN Year:

Shipment Unit Information

* Commodity Cd: 50X * Type Cd: Z

* Handling Cd: 9 * Type Pack Cd: ZD

* Weight: 40000 * Cube: 2360

Remarks:

Accessororial Ind: **Accessororial Services** StopOff Ind: StopOffs

Outsize Ind: OutSize Info Hazard Ind: Hazard Info

Preview Commit Back

{ About IBS | E-mail Us | Help | Documentation }

IBS-SW

Inputting IBS Booking, Continued

Step 17

Select all that apply from the dropdown menu:

- DV (DAILY ITV), IC (CARGO CLEARANCE IMPORT)—ALL AFGHANISTAN BOOKINGS
- DP (DROP AND PICK)—DROP AND PICK BOOKINGS
- A (OCONUS STOP OFF)—STOP OFF BOOKINGS
- E (CONTROLLED ATMOSPHERE)—GENERAL PRODUCE
- EH (CARGO HANDLING EXPORT)—IF PORT STUFFS CONTAINERS

Click “Save and Continue.”

Address: <https://houston.eta.sddc.army.mil/isw01/do/buildNonUnitShipUnit>

Integrated Booking System

ETRR PROCESSING | SHIPPER REVIEW REQUIRED | VESSEL SCHEDULES | REPORTS | LOGOUT

Build Container ETRR

PCFN:
PCFN Year:

Accessorial Services

Accessorial Codes:

- A - OCONUS STOP OFF
- AX - AMMO LINEHAUL SURCHARGE
- B - STUFFING
- C - STRIPPING, SORTING, AND CONSOLIDATION
- CS - CARGO CLEARANCE SERVICE
- D - TRANSLOADING
- DP - DROP AND PICK
- DR - DROP AND PICK - ROUND ROBIN (PER BOOKING)
- DV - DAILY ITV**
- E - CONTROLLED ATMOSPHERE
- ED - EXTRA DRIVER SERVICE
- EI - ENHANCED ITV
- EP - ENHANCED PHYSICAL SECURITY

(Hold Ctrl to select multiple accessorials)

Number of Railcars: Number of Drivers:

*Number of Railcars and Number of Drivers are at request level, please enter the number for the first TCN

Save and Continue | Clear and Continue | Back

Inputting IBS Booking, Continued

Step 18 (for Stop Off Shipments)

For STOP OFF Shipments, click “STOPOFF”

Note: The StopOff DODAACS will be annotated on initial booking requests.

Address: https://houston.eta.sddc.army.mil/ibswU1/do/buildctr

Integrated Booking System

ETRR PROCESSING | SHIPPER REVIEW REQUIRED | VESSEL SCHEDULES | REPORTS | LOGOUT

Build Container ETRR

PCFN: PCFN Year:

Shipment Unit Information

* Commodity Cd: 50X
 * Handling Cd: 9
 * Weight: 40000
 Remarks:
 Accessorial Ind: Accessorial Services
 Outsize Ind: OutSize Info

* Type Cd: 2
 * Type Pack Cd: 2D
 * Cube: 2360
 StopOff Ind: **StopOffs**
 Hazard Ind: Hazard Info

Preview Commit Back

{ About IBS | E-mail Us | Help | Documentation }

IBS-SW

Step 19 (for Stop Off Shipments)

Input Stop Off DODAAC(s) in order as to stop.

Choose from drop down as to type of Stop Off, Origin or Destination.

Click “Save and Continue.”

Build Container ETRR

PCFN: PCFN Year:

Stop Offs

DODAAC	TYPE
WB1JG1	ORIGIN
	DESTINATION

Save and Continue Clear and Continue Back

IBS-SW

Inputting IBS Booking, Continued

Step 20 (for Stop Off Shipments)

Click “Preview” to ensure all information has been input correctly.

Click “Commit.”

Integrated Booking System

ETRR PROCESSING SHIPPER REVIEW REQUIRED VESSEL SCHEDULES REPORTS LOGOUT

VIEW ETRR PCFN: 621563
PCFN Year: 09

Request Information

PCFN:	621563	PCFN Year:	09
Document Identifier:		User ID:	MOHLERS
Status:	N01 - Awtg Auto Procsq - New Request		
Unit Name:		Booker ID:	
ULN:		MCT Code:	
Material Class:	UNCLASSIFIED	Service Contract:	
TAC:	S2BD	ETR Deliv E-Mail/Fax:	ON LINE REQUEST
ETR Deliv Method:	ON LINE	Acknowledgement:	
FMS Deliv Term:			
FMS Suppad:			
Requester DDDAAC:	SC3105	Booking Office:	OCCA FT. EUSTIS
Requester Name:	DEFENSE DISTRIBUTION CENTER		
Requester Address:	DPMS SUBSISTENCE SUPPORT M AVE BLDG 54-5 DDC J3 J4		
Requester City:	NEW CUMBERLAND		
Requester State:	PA	Requester Zip CD:	17070

Your booking request is now complete.

Portfolio Booking Process (Working with the Portfolio Container Booking Process)

Steps for working with the Portfolio Container Booking Process

Follow the steps below when working with the Portfolio for Container Booking.

Step	Action
1	Once a booking request is received via email, log into IBS and submit the booking request in IBS to receive the PCFN.
2	Save the IBS request information; click <ul style="list-style-type: none"> • “File” • “Print” • “Adobe PDF”
3	Click “Print” Screen will pop up “Save PDF File As” at the top of the screen under favorites select Desktop, and then working folder.
4	Save the file in the working folder with this format: PCFN and the appropriate naming convention. Example: 982294 BOOKING REQUEST.

Portfolio Booking Process (Working with the Portfolio Container Booking Process), Continued

Step 1

Once a booking request is received via email, log into IBS and submit the vendor booking request in IBS to receive the PCFN.

Vendor Container Booking Request Form			
PRIME VENDOR: TWI	Cage Code:	To: Defense Logistics Agency - Distribution (DLA) New Cumberland, PA 17070	
SUB-VENDOR: N/A	TAC:	Email: oceancontainers@dlas.mil Com: 1-800-456-3307	
Pick Up Address: National Frozen Food - SCI 188 Sturdevant Road Chehalis, WA 98532		CONTRACT NUMBER/TCN: PO Number: SCIG 160320	
Vendor POC, Phone, & Email: POC: Debbie Escobedo or Jacob Dingle Email: descobedo@bluemountain.bz or jacob@bluemountain.bz		Route:	
PH: (770) 205-6491		Available Loading Date: APRIL 14, 2016	SAIL DATE:
RDD:	Preferred Carrier & Vessel:	Preferred Port: Rotterdam, Holland	
Number of Standard Reefer Containers: 1	Size: 40	Temperature: -10	Destination DODAAC: UY0310
Number of Hi-Cube Reefer Containers:	Size: 40 FOOT ONLY	Temperature:	DECLARED VALUE:
Number of Standard Dry Containers:	Size: 40	Product Commodity: Frozen Vegetables	
Number of Hi-Cube Dry Containers:	Size: 40	Vendor Reference #: PO Number SCIG160320	
WEIGHT: 28704	QUANTITY: 1176	CUBE: 1105.2	
HAZARDOUS MATERIAL: <input type="checkbox"/> UN #:		Packing Group: N/A	HAZ Class: N/A
<input type="checkbox"/> YES Proper Shipping:			
<input checked="" type="checkbox"/> NO Technical Name:			

Step 2

Save the IBS request information; click

- “File”
- “Print”
- “Adobe PDF”

Step 3

Click “Print”

Screen will pop up “Save PDF File As” at the top of the screen under favorites select Desktop, and then working folder.

Portfolio Booking Process (Working with the Portfolio Container Booking Process), Continued

Step 4

Save the file in the working folder with this format: PCFN and the proper naming convention.

Example: 982294 IBS STATUS.

Integrated Booking System Page 1 of 2

Integrated Booking System

[ETRR PROCESSING](#) [SHIPPER REVIEW REQUIRED](#) [VESSEL SCHEDULES](#) [REPORTS](#) [LOGOUT](#)

VIEW ETRR PCFN: 982294
PCFN Year: 16

Request Information

PCFN: 982294 **PCFN Year:** 16
Document Identifier: **User ID:** STT5002
Status: N01 - Auto Procng - New Request

Unit Name: **Booker ID:**
ULN:
Material Class: UNCLASSIFIED **MCT Code:**
TAC: 2526 **Service Contract:**
ETR Deliv Method: ON LINE **ETR Deliv E-Mail/Fax:** ON LINE REQUEST

FMS Deliv Term: * **Acknowledgement:**
FMS Suppld:

Requester DODAAC: 9C3109 **AOR:** NORTHCOM
Requester Name: DLA DISTRIBUTION VSM SUBJECTS
Requester Address: VSM SUBSISTENCE SUPPORT W AVE BLDG 54-5 03 00
Requester City: NEW COMBELLAND
Requester State: PA **Requester Zip CD:** 17070

Shipper DODAAC: **Shipper CAGE:**
Shipper Name: UNISTEL/SPAC
Shipper Address: 1421 COOL AVENUE
Shipper City: WINDINGTON
Shipper State Code: CA **Postal/Zip Cd:** 91744

Consignee DODAAC: 470603

Consignee Name: SAJO SYSTEMS DEPT STORAGE
Consignee Address: 264 SANDAN-RO CHEIL GWAJ DONG PYONG TAEK
Consignee City: PYONGTAEK
Consignee State/Country: KP **Consignee Zip:**

Number of Vans: 2 **Number of Drivers:**
Van Type Id: 40PT-DRY **Gov't Leased/Owned:** N
Temp -F (+ or -): **Temp Variance-F (+ or -):**
Movement Type: DOOR TO DOOR
POE: **POD:**

Portfolio Booking Process (Saving the Booking Request Email)

Steps for saving the Booking Request Email

Follow the steps below for saving the Booking Request Email.

Step	Action
1	<p>The booking request email that the vendor sent will be used to acknowledge the request by sending the PCFN back to the vendor.</p> <p>Open the email.</p> <p>Click on “Reply All.” This will load all the email addresses from the original email, add dlaoceancontainers.mil.</p> <p>The subject line should read Booking request PCFN: and the purchase order number (PO#) <u>Note:</u> Get the PO# from the request form.</p> <p>Select the appropriate signature and send.</p>
2	<p>From the email sent file, select the booking request email reply with the PCFN.</p> <p>Double click to open the email.</p> <p>Click</p> <ul style="list-style-type: none"> • “File • “Save as”
3	<p>From the “Favorites,” select</p> <ul style="list-style-type: none"> • “Desktop” • “Working folder” <p>Type the file name as the PCFN, Booked email.</p>
4	<p>Change the “Save as” type to Outlook Message Format (*.msg) and click “Save.”</p>

Portfolio Booking Process (Saving the Booking Request Email), Continued

Step 1

The booking request email that the vendor sent will be used to acknowledge the request by sending the PCFN back to the vendor.

Open the email.

Click on “Reply All.” This will load all the email addresses from the original email, add dlaoceancontainers.mil.

The subject line should read Booking request PCFN: and the purchase order number (PO#)
Note: Get the PO# from the request form.

Select the appropriate signature and send.

Step 2

From the email sent file, select the booking request email reply with the PCFN.

Double click to open the email.

Click

- “File
- “Save as”

Step 3

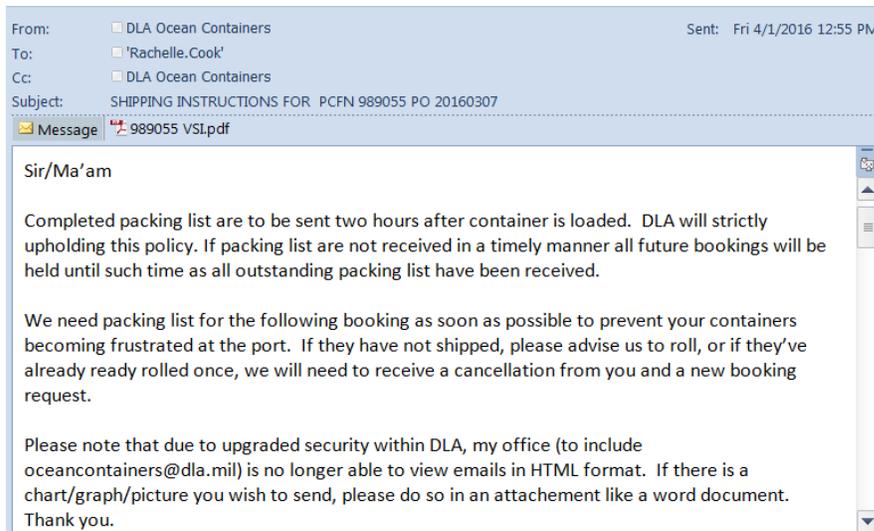
From the “Favorites,” select

- “Desktop”
- “Working folder”

Type the file name as the PCFN, Booked email.

Step 4

Change the “Save as” type to Outlook Message Format (*.msg) and click “Save.”



Portfolio Booking Process (Constructing the Portfolio)

Steps for constructing the Portfolio

Follow the steps below for constructing the portfolio.

Step	Action
1	<p>From your desk top, double click on your working folder.</p> <p>Locate and double click on “Master Booking Portfolio.”</p> <p>This will open up the Booking Portfolio.</p>
2	<p>Click on the “Edit.”</p>
3	<p>Click the “Add Files” (Upper right of portfolio).</p> <p>A popup screen will appear. “Add files” from favorites by clicking on Desktop.</p>
4	<p>Click on working folder. You will see the three saved files from the booking.</p>
5	<p>Press and hold the Ctrl key on the keyboard.</p> <p>Click the three files with the same PCFN.</p>
6	<p>Release the Ctrl Key (files will be highlighted) and click open. This will load the files into the Portfolio.</p>
7	<p>To save portfolio click on</p> <ul style="list-style-type: none"> • File • PDF Portfolio
8	<p>Name the portfolio using the naming convention (PCFN DODAAC).</p> <p>Example: 101014 A3HDZ7.</p> <p>Ensure you are saving the correct folder.</p> <p>Click “Save.”</p>

Portfolio Booking Process (Constructing the Portfolio), Continued

Step 1

From your computer, double click on your working folder.

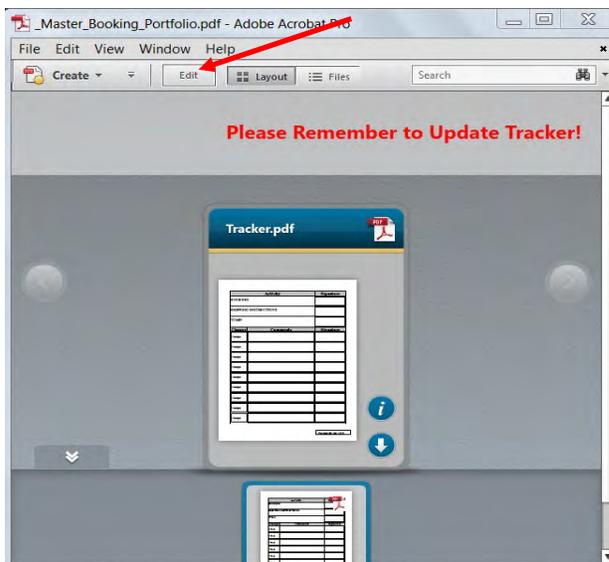
Locate and double click on “Master Booking Portfolio.”

Name	Date modified	Type	Size
 _Master_Booking_Portfolio.pdf	1/11/2016 7:05 AM	Adobe Acrobat D...	1,201 KE
 033016 988601 A4BBN1 WLB.pdf	5/26/2016 9:17 AM	Adobe Acrobat D...	1,763 KE
 033016 988602 A4BBN1 WLB.pdf	5/26/2016 11:42 A...	Adobe Acrobat D...	2,204 KE
 033016 989151 A4BBN1 WLB.pdf	5/26/2016 11:56 A...	Adobe Acrobat D...	1,966 KE

This will open up the Booking Portfolio.

Step 2

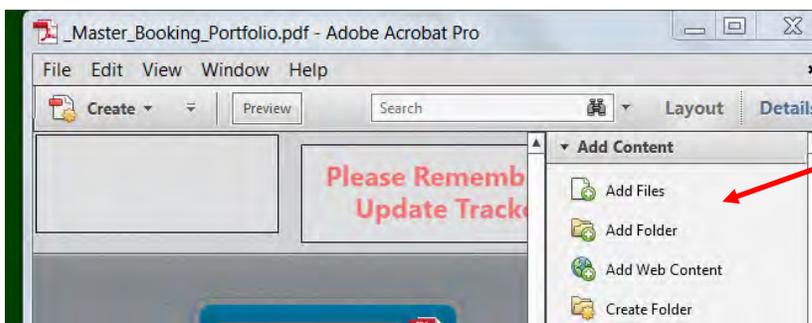
Click on the “Edit.”



Step 3

Click the “Add Files” (Upper right of portfolio).

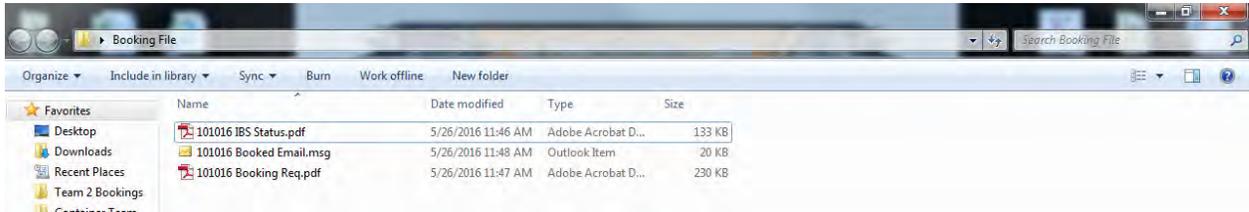
A popup screen will appear. “Add files” from favorites by clicking on Desktop.



Portfolio Booking Process (Constructing the Portfolio), Continued

Step 4

Click on working folder. You will see the three saved files from the booking.



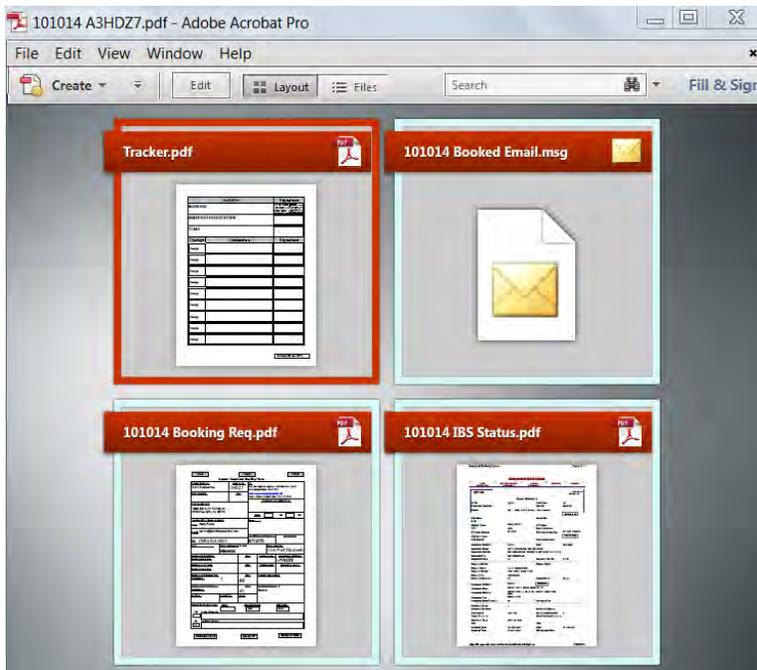
Step 5

Press and hold the Ctrl key on the keyboard.

Click the three files with the same PCFN.

Step 6

Release the Ctrl Key (files will be highlighted) and click open. This will load the files into the Portfolio.



Portfolio Booking Process (Constructing the Portfolio), Continued

Step 7

To save portfolio click on

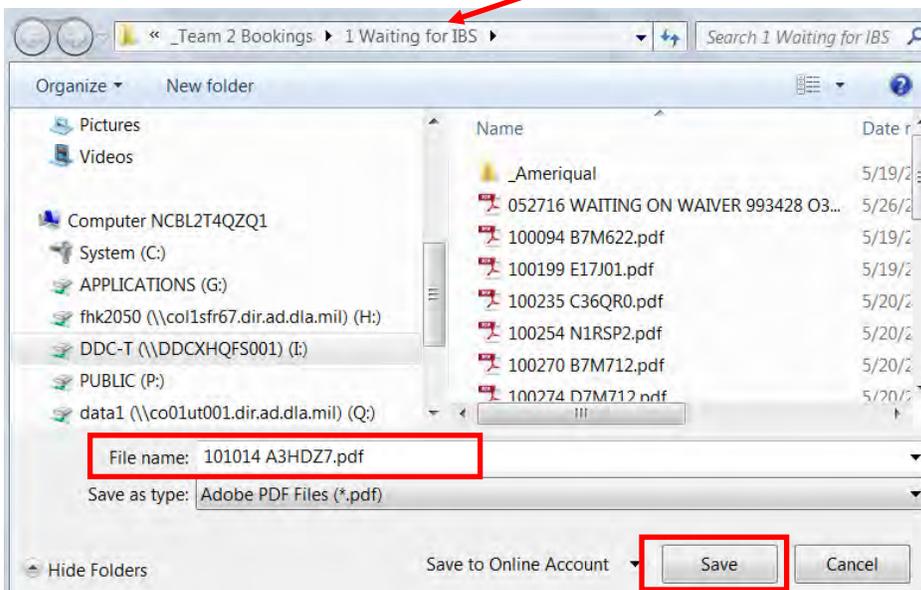
- File
- PDF Portfolio

Step 8

Name the portfolio using the naming convention (PCFN DODAAC).

Example: 101014 A3HDZ7.

Ensure that you are saving into the correct folder.



Click Save.

Continuing the IBS Booking

Introduction

These steps are a continuation of the Inputting IBS Booking steps shown earlier.

Step 21

IBS will display that the booking is complete.

PCFN: 631566
PCFN Year: 09

Request Information

PCFN:	631566	PCFN Year:	09
Document Identifier:		User ID:	HARV0033
Status:	B01 - Cargo Bkg Completed		
Unit Name:		Booker ID:	HILLO496
ULN:			
Material Class:	UNCLASSIFIED	MCT Code:	
TAC:	S9SA	Service Contract:	KEITH.HARVEY@DLA.MIL
ETR Deliv Method:	E-MAIL	ETR Deliv E-Mail/Fax:	
FMS Deliv Term:			
FMS Suppad:		Acknowledgement:	
Requester DODAAC:	SC3105	Booking Office:	OCCA FT. EUSTIS
Requester Name:	DEFENSE DISTRIBUTION CENTER		
Requester Address:	DPMS SUBSISTENCE SUPPORT M AVE BLDG 54-5 DDC J3 J4		
Requester City:	NEW CUMBERLAND		
Requester State:	PA	Requester Zip CD:	17070

Step 22

Scroll down the page and click “View ETR.”

Movement Type: DOOR TO DOOR

Available Date: 17-NOV-2009 RDD: 17-JAN-2010

Received Time: 23-OCT-2009 IBS Changed Date: 12/9/2009 15:14:36

Project Cd: MRM: MRM

Emergency Condition Code: POC Name: Keith Harvey

POC Commercial Phone: 7177706917 POC Commercial Fax: 7177702701

POC DSN Phone: 7885417 POC DSN Fax: 7882701

Cancel Code/Desc: Cancel Violation:

Cancel Date: Delay Indicator: N

Spot Date Indicator: Y Spot Dates

Delivery Information To Carrier: PO 16402 A-Release# 4443329. POC teresa 865 544 4101. mat1 av1 NOV 17

Remarks to Booker: required to meet rdd. 90 DAY THD REQUIRED.

Combo/Foreign Flag Rejection Reason:

Container Numbers:

ACTION: ADVANCE/ROLLOVER Submit

View TCNs View Offer View ETR

Shipper Preferences Back

Continuing the IBS Booking, Continued

Step 23

Verify that booking information is correct as per Booking Request.



If NDN Booking, ensure it has been booked through the NDN Route that was requested. The NDN PODs are:

- LS8 – POTI
- JN1 – RIGA (if NDN KKT Route)
- JN3 – ESTONIA

If not, contact SDDC to make the change.

IF NDN TCN, the TCN WILL INCLUDE A “V” IN THE TCN.

For example: **SC31054577V088MMB.**

If it does not, contact the SDDC Booker and have it changed.

VIEW ETR		PCFN Year: 09	
ETR Information			
PCFN:	631566	Ship Name:	MAERSK OHIO
Booking Carrier:	MAEU	Vessel Operator:	MAEU
Confirmation POD:		Carrier Booking Nr:	USM631566
Carrier Contact Nr:		Van Type ID:	40FT-REFHICUBE
Number of Vans:	1	Number of TCNs:	
Voydoc / Yr:	A4577/ 09	Comm'l Voydoc Nr / Yr:	0270915/ 09
Reefer Cutoff Date:	25-NOV-2009	Dry Cutoff Date:	24-NOV-2009
Booking Date:	25-OCT-2009	Release Date:	09-DEC-2009
PDE:	1P2	PDE Departure Date:	26-NOV-2009
POD:	PK6	POD Arrival Date:	27-DEC-2009
POD Feeder/Direct Ind:	F		
Van Origin Terms Cd:	M - Any point not covered by K, L, or 1-9		
Van Destination Terms Cd:	M - Any point not covered by K, L, or 1-9		
Vessel Status:	W2 - CNTR AGRMNT LD BY CARRIER/UNLD BY CARRIER		
Contract Nr:	0011-GS		
Delivery Information From Carrier:	Contract Number 0011-GS PO 16402 A-Release# 4443329. POC teresa 865 544 4101. matl a		
Delivery Information To Carrier:	PO 16402 A-Release# 4443329. POC teresa 865 544 4101. matl avl NOV 17		
	This request was automatically processed.		

Continuing the IBS Booking, Continued

Step 24

Click “Booked TCNs.”

The screenshot displays a shipping booking system interface. At the top, it shows 'Van Destination Terms Cd.' and 'Vessel Status: W2 - CNTR AGRMNT LD BY CARRIER/UNLD BY CARRIER'. Below this is 'Contract Nr: 0011-GS'. The 'Delivery Information From Carrier:' section includes 'Contract Number 0011-GS PO 16402 A-Release# 4443329. POC teresa 865 544 4101. mat1 a'. The 'Delivery Information To Carrier:' section includes 'PO 16402 A-Release# 4443329. POC teresa 865 544 4101. mat1 av1 NOV 17' and a note: 'This request was automatically processed.'

A section titled 'Carrier Contact Information' follows, listing details for Charleston: 'Address: 400 Long Point Rd', 'City: Mt. Pleasant', 'State: SC', 'ZIP/Postal Code: 29464', 'Country: US', 'Phone: 8438567030', and 'Email: CHSTRMNG@MAERSK.COM'. 'Fax:' is listed but empty.

At the bottom, there are several buttons: 'Spot Dates', 'Booked TCNs' (highlighted with a red box), 'Total Shipper Cost', 'Modify Booking', 'Cancel Booking', and 'Back'.

Step 25

Save to Booking Portfolio on common computer drive per standard naming convention.

Portfolio Shipping Instruction Process (Checking for Completed ETRRs)

Steps for checking completed ETRR

Checking for completed ETRR is the first step in the process in completing shipping instructions. Follow the steps below.

Step	Action						
1	<p>Check each PCFN in IBS.</p> <p>If completed, you are going to rename the file, then move on to the next PCFN.</p> <p>Once all the PCFNs are checked for completion, you are going to save the different screens in the portfolio and complete the VSI in VSM.</p>						
2	<p>Open IBS on one screen, and open your team “Waiting for IBS” folder on the other screen.</p> <p>You will see the list of Portfolio folders.</p> <table border="1" data-bbox="326 821 1479 1115"> <thead> <tr> <th data-bbox="326 821 704 856">If portfolio folder...</th> <th data-bbox="704 821 1479 856">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 856 704 1003">has a date before the PCFN</td> <td data-bbox="704 856 1479 1003"> <p>this folder is has been checked and is awaiting the shipping instructions to be completed in VSM.</p> <p>Example: 031016 982294 D35KR9.</p> </td> </tr> <tr> <td data-bbox="326 1003 704 1115">ends with OTO and a date</td> <td data-bbox="704 1003 1479 1115"> <p>it will not need to be checked until the date after the OTO</p> <p>Example 985592 A0R0A9 OTO 03032016.</p> </td> </tr> </tbody> </table>	If portfolio folder...	Then...	has a date before the PCFN	<p>this folder is has been checked and is awaiting the shipping instructions to be completed in VSM.</p> <p>Example: 031016 982294 D35KR9.</p>	ends with OTO and a date	<p>it will not need to be checked until the date after the OTO</p> <p>Example 985592 A0R0A9 OTO 03032016.</p>
If portfolio folder...	Then...						
has a date before the PCFN	<p>this folder is has been checked and is awaiting the shipping instructions to be completed in VSM.</p> <p>Example: 031016 982294 D35KR9.</p>						
ends with OTO and a date	<p>it will not need to be checked until the date after the OTO</p> <p>Example 985592 A0R0A9 OTO 03032016.</p>						
3	<p>To determine which portfolio has come back as completed, using both screens.</p> <p>Type the PCFN into the IBS main screen PCFN block and click search.</p> <p>If the ETRR has completed, on the IBS main screen (example B01 – Cargo Bkg Completed), go to the bottom right of the IBS main screen click View ETR.</p> <p>From the next screen “ETR Information”, determine if your booking is for dry or refrigerated container by looking at the “Van Type ID” in the right hand column.</p> <p>Midway down the screen, look for the appropriate cutoff date</p> <p>Example: Reefer Cutoff Date or Dry Cutoff Date.</p>						

Portfolio Shipping Instruction Process (Checking for Completed ETRRs), Continued

Steps for checking completed ETRR, continued

Checking for completed ETRR is the first step in the process in completing shipping instructions. Follow the steps below.

Step	Action
4	Take the appropriate cutoff date back to the other screen “Waiting For IBS” which should be open. Right click on the appropriate PCFN, select rename and add the cutoff date in front of the PCFN (example: in the following format MMDDYY - 031016 982294 D35KR9). This portfolio will move to the top of the screen in date order.
5	Continue these steps until you have checked all appropriate Portfolio’s.

Step 1

Check each PCFN in IBS.

If completed, you are going to rename the file, then move on to the next PCFN.

Once all the PCFNs are checked for completion, you are going to save the different screens in the portfolio and complete the VSI in VSM.

Step 2

Open IBS on one screen, and open your team “Waiting for IBS” folder on the other screen.

You will see the list of Portfolio folders.

If portfolio folder...	Then...
has a date before the PCFN	this folder is has been checked and is awaiting the shipping instructions to be completed in VSM. Example: 031016 982294 D35KR9.
ends with OTO and a date	it will not need to be checked until the date after the OTO Example 985592 A0R0A9 OTO 03032016.

Portfolio Shipping Instruction Process (Checking for Completed ETRRs), Continued

Step 3

To determine which portfolio has come back as completed, using both screens.

Type the PCFN into the IBS main screen PCFN block and click search.

If the ETRR has completed, on the IBS main screen (example B01 – Cargo Bkg Completed), go to the bottom right of the IBS main screen click View ETR.

From the next screen “ETR Information”, determine if your booking is for dry or refrigerated container by looking at the “Van Type ID” in the right hand column.

Midway down the screen, look for the appropriate cutoff date

Example: Reefer Cutoff Date or Dry Cutoff Date.

Step 4

Take the appropriate cutoff date back to the other screen “Waiting For IBS” which should be open.

Right click on the appropriate PCFN, select rename and add the cutoff date in front of the PCFN (example: in the following format MMDDYY - 031016 982294 D35KR9).

This portfolio will move to the top of the screen in date order.

Step 5

Continue these steps until you have checked all appropriate Portfolio’s.

Name	Date modified	Type	Size
 _Ameriqua	5/19/2016 12:54 PM	File folder	
 052716 WAITING ON WAIVER 993428 O3...	5/26/2016 9:40 AM	Adobe Acrobat D...	1,419 KE
 100094 B7M622.pdf	5/19/2016 1:05 PM	Adobe Acrobat D...	1,534 KE
 100199 E17J01.pdf	5/19/2016 3:20 PM	Adobe Acrobat D...	1,534 KE
 100235 C36QR0.pdf	5/20/2016 9:22 AM	Adobe Acrobat D...	1,584 KE
 100254 N1RSP2.pdf	5/20/2016 9:27 AM	Adobe Acrobat D...	1,408 KE
 100270 B7M712.pdf	5/20/2016 10:35 A...	Adobe Acrobat D...	1,741 KE

Portfolio Shipping Instruction Process in VSM

Steps for processing Portfolio Shipping Instructions in VSM

Follow the steps below for processing Portfolio Shipping Instructions in VSM.

Step	Action
1	<p>Save a copy of the ETRR by clicking File; print, select Adobe PDF and click print.</p> <p>When the popup appears verify you are saving to your desktop working folder, change the file name to PCFN ETRR (example: 982294 ETRR) and click save.</p>
2	<p>Work the list by earliest cutoff date.</p> <p>To determine which portfolio has come back as completed, using both screens.</p> <p>Type the PCFN into the IBS main screen PCFN block and click search.</p> <p>If the ETRR has completed, on the IBS main screen (example B01 – Cargo Bkg Completed), go to the bottom right of the IBS main screen click View ETR.</p> <p>From the next screen “ETR Information”, determine if your booking is for dry or refrigerated container by looking at the “Van Type ID” in the right hand column.</p> <p>Midway down the screen, look for the appropriate cutoff date</p> <p>Example: Reefer Cutoff Date or Dry Cutoff Date.</p>
3	<p>At the bottom of the ETRR page click “view ETR” button.</p> <p>Save a copy of the ETR by clicking File; print, select Adobe PDF and click print.</p> <p>When the popup appears verify you are saving to your desktop working folder, change the file name to PCFN ETR (example: 982294 ETR) and click save.</p>
4	<p>From the ETR screen scroll to the bottom of the page, locate the Booked TCNs tab, click to open.</p> <p>To save the TCNs to the portfolio select</p> <ul style="list-style-type: none"> • “File” • “Print “ <p>Select Adobe PDF and click print.</p> <p>When the popup appears verify you are saving to your desktop working folder, change the file name to PCFN TCN (example: 982294 TCN) and click save.</p> <p>Click the back button to go back to the ETR page.</p>

Portfolio Shipping Instruction Process in VSM, Continued

Steps for processing Portfolio Shipping Instructions in VSM, continued

Follow the steps below for processing Portfolio Shipping Instructions in VSM.

Step	Action
5	<p>Go into the appropriate vendor site in VSM using the information from the IBS ETR.</p> <p>Complete the shipping instructions.</p> <p>When finished loading the information in VSM, select print. The shipping instructions will pop up on the screen.</p>
6	<p>Select</p> <ul style="list-style-type: none"> • “File” • “print” <p>Select Adobe PDF, and click print. This will convert the shipping instructions to a PDF.</p>
7	<p>Save the shipping instructions PDF to your working folder by selecting</p> <ul style="list-style-type: none"> • “File” • “save” (a popup will appear) <p>Verify you are saving to your desktop working folder.</p> <p>Change the file name to PCFN, VSI (example 982294 VSI).</p>

Portfolio Shipping Instruction Process (Adding Files)

Steps for adding shipping instruction files to the portfolio

Follow the steps below for adding shipping instruction files to the portfolio.

Step	Action
1	<p>Double click on the appropriate Portfolio.</p> <p>Click on the “Edit” button.</p> <p>Click the “Add” files (upper right of portfolio). A popup screen will appear.</p> <p>“Add files” from favorites by clicking on Desktop.</p>
2	<p>Click on working folder.</p> <p>You will see the saved files from the shipping instructions.</p>
3	<p>Press and hold the Ctrl key on the keyboard.</p> <p>Click the appropriate files with the same PCFN.</p> <p>Release the Ctrl Key (files will be highlighted) and click open. This will load the files into the Portfolio at the same time.</p>
4	<p>Signing the Tracker form: Inside the portfolio locate the Tracker.PDF.</p> <p>Double click to open up the tracker.</p> <p>Double click the Shipping instruction signature block. A screen will popup “sign document”. Click sign a screen will popup “ActivClient”.</p> <p>Enter your pin number and click ok. This electronically signs the tracker. Click the X in the upper right of the tracker file.</p>
5	<p>Save the Portfolio by clicking</p> <ul style="list-style-type: none"> • “File” • “Save Portfolio”
6	<p>Move the portfolio to the waiting for packing list folder, and move on to the next shipping instruction.</p>
7	<p>Once the portfolio completes saving, click on the red X.</p>

VSM Vendor Shipping Instruction

Steps for processing a VSM Vendor Shipping Instruction

Follow the steps below to process a VSM Vendor Shipping Instruction.

Step	Action
1	To process a booking request in VSM, hover over Seavan and select “Enter Booking Request” from the drop down menu.
2	<p>Next screen displayed is Seavan Processing. Complete the following entries:</p> <ul style="list-style-type: none"> • Ship to DODAAC—Ultimate Consignee DODAAC: If Stop Off is required, check box directly under Ship to DODAAC box. • Vendor Whse Number—Vendor’s Shipment Reference or PO # • Number of Containers—Number of Containers Requested • Type of Container—Dry or Refr., Choose from Drop Down • Container Size—20’, 20’ HI CUBE, 40’ OR 40’ HIGH CUBE, Choose from Drop-Down • Temperature—Container Temperature Requested for REFR only • Weight per Container—According to container size, 40’ – 40000, 20’ – 20000 • Cube per Container—According to container size, 40’ – 2360, 20’ – 1160 • Content Description—Dry Foodstuffs, Chilled Foodstuffs or Frozen Foodstuffs • Date Available—Date freight is available to be loaded at Vendor’s site • Approx Sail Date—Approximate sail date requested <p>Verify information you have input is correct according to your shipment. The Remarks Lines are for any POC information and additional remarks regarding the Containers.</p> <p>Move to the next screen by clicking “Submit.”</p>

VSM Vendor Shipping Instruction, Continued

Steps for processing a VSM Vendor Shipping Instruction, continued

Follow the steps below to process a VSM Vendor Shipping Instruction.

Step	Action
3	<p>The next screen shows shipment(s) available for booking. Select the radio button associated with the shipment you desire to make available for booking and ensure Available to Book is selected.</p> <p>Click “Submit. “</p> <p>Vendor may contact our office if their shipment remains in the Available to Book for more than 72 hours.</p>
4	<p>Once agent has booked container, the booking status will move to “In Process,” until it is confirmed by SDDC/CARRIER.</p>
5	<p>When the booking process is complete, the shipment will show the booking request status as “Complete.”</p>
6	<p>Once process is complete, print the shipping instructions and forward to vendor or advise vendor document is ready to print.</p>
7	<p>By selecting the radio button next to either “Available to Book, In Process,” or “Complete,” you will reveal the number of shipments in each category.</p> <p>To create Shipping Instructions, select the “In Process” button and choose the shipment you are working on.</p>
8	<p>Complete the following entries:</p> <ul style="list-style-type: none"> • DIRECT BOOKING—“N”, IBS bookings are not Direct Booked • BOOKING NUMBER—According to completed ETRR • PORT CALL NUMBER—According to completed ETRR • CONTRACT NUMBER—Leave blank, will not have for IBS bookings, only if “Direct Booked.” • OCEAN CARRIER—SCAC according to completed ETRR • NUMBER OF CONTAINERS—According to number of containers on the ETRR, or number of completed shipping instructions (TCNs) from vendor • VESSEL NAME—According to completed ETRR. Input exactly as shown on ETRR • CONTAINER SIZE—According to completed ETRR

VSM Vendor Shipping Instruction, Continued

Steps for processing a VSM Vendor Shipping Instruction, continued

Follow the steps below to process a VSM Vendor Shipping Instruction.

Step	Action
8, con't	<p>Complete the following entries:</p> <ul style="list-style-type: none"> • SCHEDULED PICK UP DATE—According to available date provided on ETRR, if past that date use today's date • CONTAINER TYPE—According to completed ETRR • DATE DUE AT PORT—"Reefer" or "Dry" Cut Off Date Listed on completed ETRR, if past that date, use today's date • CONTAINER TEMP—According to information input on ETRR • SCHEDULE SAIL DATE—According to completed ETRR if past that date, use tomorrow's date • VOY DOC NBR—According to completed ETRR • POD ARRIVAL DATE—According to completed ETRR, if past that date, use tomorrow's date. • POE—According to completed ETRR • POD—According to completed ETRR <p>ULTIMATE CONSIGNEE—Populates from booking requested</p>
9	<p>Pop up shows Shipping Instructions.</p> <p>Create a pdf file and email to Vendor. Save pdf to the working folder.</p>

VSM Vendor Shipping Instruction, Continued

Step 1

To process a booking request in VSM, hover over SEAVAN and select “Enter Booking Request” from the drop down menu.



Step 2

Next screen displayed is SEAVAN Processing. Complete the following entries:

- Ship to DODAAC—Ultimate Consignee DODAAC: If Stop Off is required, check box directly under Ship to DODAAC box.
- Vendor Whse Number—Vendor’s Shipment Reference or PO #
- Number of Containers—Number of Containers Requested
- Type of Container—Dry or Refr., Choose from Drop Down
- Container Size—20’, 20’ HI CUBE, 40’ OR 40’ HIGH CUBE, Choose from Drop —Down
- Temperature—Container Temperature Requested for REFR only
- Weight per Container—According to container size, 40’ – 40000, 20’ – 20000
- Cube per Container—According to container size, 40’ – 2360, 20’ – 1160
- Content Description—Dry Foodstuffs, Chilled Foodstuffs or Frozen Foodstuffs
- Date Available—Date freight is available to be loaded at Vendor’s site
- Approx Sail Date—Approximate sail date requested

Verify information you have input is correct according to your shipment. The Remarks Lines are for any POC information and additional remarks regarding the Containers.

Click “Submit.”

VSM Vendor Shipping Instruction, Continued

Step 2, continued

SEAVAN PROCESSING

Create Booking Request
*Indicates a required field

Vendor CAGE:	<input type="text" value="12345"/>	*Ship To Dodaac:	<input type="text" value="SD0396"/>
*Vendor Warehouse Number:	<input type="text" value="33907"/>	<input type="checkbox"/> Stop-Off	<input type="text"/>
*Number of Containers:	<input type="text" value="1"/>	*Purchase Order Number:	<input type="text"/>
*Container Size:	<input type="text" value="40-HIGH CU"/>	*Type Container:	<input type="text" value="REFR"/>
Number of Pieces:	<input type="text" value="1"/>	Temperature (F):	<input type="text" value="20"/>
*Cube Per Container:	<input type="text" value="2360"/>	*Weight per Container:	<input type="text" value="40000"/>
*Date Available to Load:	<input type="text" value="04/14/2014"/>	*Content Description:	<input type="text" value="FROZEN FOOD STUFFS"/>
Preferred Carrier (SCAC):	<input type="text"/>	*Approx. Sail Date:	<input type="text" value="04/15/2014"/>
Preferred Vessel:	<input type="text"/>	<input type="checkbox"/> Outsize	
Preferred Port (City):	<input type="text"/>		
Remarks Line 1:	<input type="text"/>		
Remarks Line 2:	<input type="text"/>		
<input type="checkbox"/> Hazardous			

Step 3

The next screen shows shipment(s) available for booking. Select the radio button associated with the shipment you desire to make available for booking and ensure Available to Book is selected.

Click “Submit.”

Vendor may contact our office if their shipment remains in the Available to Book for more than 72 hours.

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance !

SEAVAN PROCESSING

Booking Request Status

Available to Book
 In Process
 Complete

SEL	Cage	Vendor Warehouse Number	Req. Date	Booking Nbr	Type	Size	Ship To
<input type="radio"/>	12345	33907	14-Apr-2014		REFR	42	SD0396
				1			

VSM Vendor Shipping Instruction, Continued

Step 4

Once agent has booked container, the booking status will move to “In Process,” until it is confirmed by SDDC/CARRIER.

Step 5

When the booking process is complete, the shipment will show the booking request status as “Complete.”

Step 6

Once process is complete, print the shipping instructions and forward to vendor or advise vendor document is ready to print.

Step 7

By selecting the radio button next to either “Available to Book, In Process,” or “Complete,” you will reveal the number of shipments in each category.

To create Shipping Instructions, select the “In Process” button and choose the shipment you are working on.

The screenshot shows the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The top navigation bar includes links for 'User Guide', 'Logoff', 'Main Menu', 'MPO', 'FOB Processing', 'PRINT', 'Seavan', 'Shipping', 'Reports/Queries', 'Exceptions', and 'Maintenance'. The main content area is titled 'SEAVAN PROCESSING' and features a search sidebar on the left with fields for 'VENDOR WRHS', 'BOOKING NBR', and 'FINAL DEST', along with 'Search' and 'Clear' buttons. The central section is titled 'Booking Request Status' and contains three radio buttons: 'Available to Book', 'In Process', and 'Complete'. The 'Available to Book' radio button is selected and highlighted with a red box. Below the radio buttons is a table with the following data:

SEL	Cage	Vendor Warehouse Number	Req. Date	Booking Nbr	Type	Size	Ship To
<input type="radio"/>	12345	33907	14-Apr-2014		REFR	42	SD0396

Below the table, the number '1' is displayed. At the bottom of the form are 'Submit' and 'Reset' buttons.

VSM Vendor Shipping Instruction, Continued

Step 8

Complete the following entries:

- DIRECT BOOKING—“N”, IBS bookings are not Direct Booked
- BOOKING NUMBER—According to completed ETRR
- PORT CALL NUMBER—According to completed ETRR
- CONTRACT NUMBER—Leave blank, will not have for IBS bookings, only if “Direct Booked.”
- OCEAN CARRIER—SCAC according to completed ETRR
- NUMBER OF CONTAINERS—According to number of containers on the ETRR, or number of completed shipping instructions (TCNs) from vendor
- VESSEL NAME—According to complete ETRR. Input exactly as shown on ETRR
- CONTAINER SIZE—According to completed ETRR
- SCHEDULED PICK UP DATE—According to available date provided on ETRR, if past that date use today’s date
- CONTAINER TYPE—According to complete ETRR
- DATE DUE AT PORT—“Reefer” or “Dry” Cut Off Date Listed on completed ETRR, if past that date, use today’s date
- CONTAINER TEMP—According to information input on ETRR
- SCHEDULE SAIL DATE—According to completed ETRR if past that date, use tomorrow’s date
- VOY DOC NBR—According to completed ETRR
- POD ARRIVAL DATE—According to completed ETRR, if past that date, use tomorrow’s date
- POE—According to completed ETRR
- POD—According to completed ETRR
- ULTIMATE CONSIGNEE—Populates from booking requested

VSM Vendor Shipping Instruction, Continued

Step 8, continued

Complete the following entries:

- SUBSISTENCE—“Y”
- GENERATE BOL—“N”
- BOL SCAC—Leave blank
- CONTAINER TCN(S) —input according to completed ETRR

Verify all Information is correct and click “Submit.”

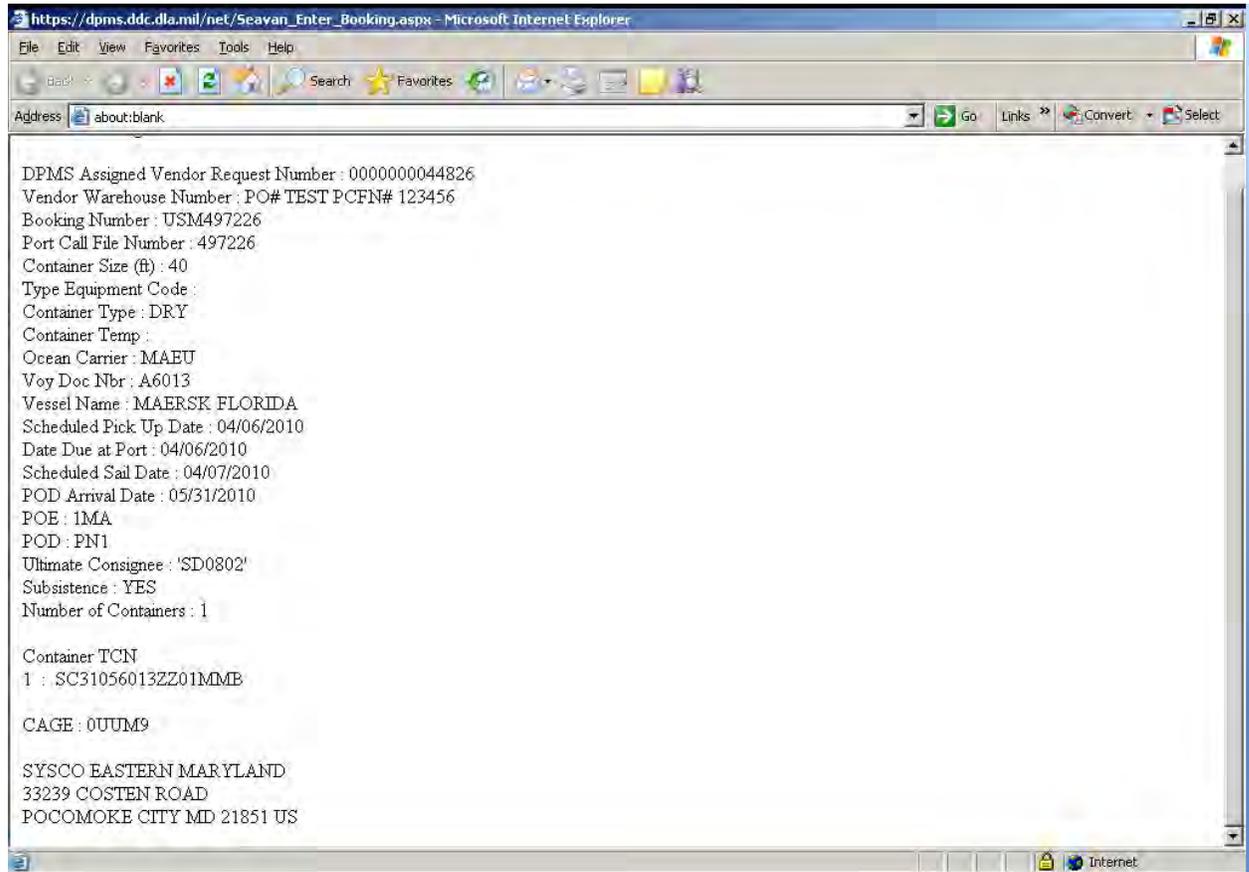
Enter Booking Data			
Vendor Request Number	000000044826	Vendor Warehouse Number	PO# TEST PCFN# 123456
DIRECT BOOKED? (Y/N)	<input type="text" value="N"/>	BOOKING NUMBER:	<input type="text" value="USM497226"/>
PORT CALL FILE NUMBER	<input type="text" value="497226"/>	CONTRACT NUMBER:	<input type="text"/>
OCEAN CARRIER:	<input type="text" value="MAEU"/>	NUMBER OF CONTAINERS:	<input type="text" value="1"/>
VESSEL NAME:	<input type="text" value="MAERSK FLORIDA"/>	CONTAINER SIZE (ft):	<input type="text" value="40"/>
SCHEDULED PICK UP DATE:	<input type="text" value="04/06/2010"/>	CONTAINER TYPE:	<input type="text" value="DRY"/>
DATE DUE AT PORT:	<input type="text" value="04/06/2010"/>	CONTAINER TEMP:	<input type="text"/>
SCHEDULED SAIL DATE:	<input type="text" value="04/07/2010"/>	VOY DOC NBR:	<input type="text" value="A6013"/>
POD ARRIVAL DATE:	<input type="text" value="05/31/2010"/>	POE:	<input type="text" value="1MA"/>
		POD:	<input type="text" value="PN1"/>
ULTIMATE CONSIGNEE:	<input type="text" value="SD0802"/>		
SUBSISTENCE? (Y/N)	<input type="text" value="Y"/>	GENERATE BOL? (Y/N)	<input type="text" value="N"/>
		BOL SCAC:	<input type="text"/>
CONTAINER TCN:			
	<input type="text" value="SC31056013ZZ01MMB"/>		

VSM Vendor Shipping Instruction, Continued

Step 9

Pop up shows Shipping Instructions.

Create a pdf file and email to Vendor. Save pdf to the working folder.



Step 10

Create a pdf of the

- completed ETRR and save to the Working Folder.
- completed ETR and save to the Working Folder.
- email shipping instructions from the Sent folder and save to the Working Folder.

Step 11

Add the documents created in Step 9 and 10 from the Working Folder to the appropriate portfolio.

Processing Container (Generating TCMD)

Steps for processing containers (generating TCMD)

Follow the steps below for processing containers (generating TCMD).

Step	Action
1	<p>Build request in MPO. Process the weight, dimensions and piece count.</p> <p>Choose “Available to Load.”</p> <p>Select shipment to be worked. Confirm selection by verifying information entered against the information on the request.</p> <p><u>Note 1</u>: If you click any of the titles, such as “Vendor Warehouse Number,” “TCMD Document#,” or “Pickup Date,” VSM will put the information in order.</p> <p><u>Note 2</u>: Transportation Control and Movement Document (TCMD)</p> <p>Click “Submit.”</p>
2	<p>Select Release Number (RLSE) to be processed. (Received when MPO was built)</p> <p>***FOR “STOP OFF” SHIPMENTS, YOU WILL SELECT / LOAD EACH RELEASE NUMBER FOR EACH DODAAC SEPARATELY</p> <p>Click “Submit.”</p>
3	<p>Select “Multi Freight Pieces” if working with multiple pallets, and input number of pallets in space provided.</p> <p>Click “Submit.”</p> <p><u>Note</u>: If only working with one piece, click “Submit.”</p>
4	<p><u>Multi piece shipments only</u></p> <p>Include weight, cube and quantity for each piece. If all are same, check “Same for Remaining Pieces” on the first entry and all others will populate.</p>
5	<p><u>Multi piece shipments only</u></p> <p><u>Note</u>: The following screen is not needed for Class IV shipments.</p> <p>Click “Submit,” this creates the MSL.</p>
6	<p><u>Multi piece shipments only</u></p> <p>Click “Close Containers.”</p>

Processing Container (Generating TCMD), Continued

Steps for processing containers (generating TCMD), continued

Follow the steps below for processing containers (generating TCMD).

Step	Action
7	<p>Select shipment to work</p> <p>Mark Container Loaded “YES”</p> <p>Complete the following information found on the completed Shipping Instructions from Vendor:</p> <ul style="list-style-type: none"> • Seal Number—All numeric • Container Number—All numeric, must be 7 digits – if not, contact Vendor. • Ownership Code—(Prefix before the Container Number, NOT the CARRIER SCAC). • Loader Name—Input the first initial of the Vendor’s name (Actual name only required for Hazardous loads.) <p>Click “Submit.”</p>
8	<p>If an error message is received, confirm/verify Container number info with Vendor and/or Carrier. Correct Container number if needed.</p> <p>***DO NOT AUTOMATICALLY OVERRIDE CONTAINER NUMBER!!</p> <p>Click “Submit.”</p>
9	<p>Notice message stating CONTAINER IS CLOSED.</p> <p>Annotate FINAL SCN on Booking paperwork.</p> <p>Click REVIEW to review TCMD information.</p>
10	<p>Input Commodity—Choose appropriate Commodity Code from drop down.</p>
11	<p>Complete TCN shipment remarks with the product descriptions. Show as much product on container as will fit in the space provided.</p> <p>Click “Submit.”</p>
12	<p>Review information input for accuracy; change the estimated time of arrival (ETA) Days to 02.</p>
13	<p>Review and click “Accepted and Print.”</p>
14	<p>Select the exterior shipment control number.</p> <p>Click “Print All Docs.”</p>
15	<p>Print and provide MSL and TCMDs to Vendor in packet that is sent with the Radio Frequency Identification (RFID) tag (if vendor cannot burn). If can burn, email to Vendor. Print a hard copy to send to EDMS. Save to your Working Folder.</p>

Processing Container (Generating TCMD), Continued

Step 1

Build request in MPO. Process the weight, dimensions and piece count.

Choose “Available to Load.”

Select shipment to be worked. Confirm selection by verifying information entered against the information on the request.

Note: If you click any of the titles, such as “Vendor Warehouse Number,” “TCMD Document#,” or “Pickup Date,” VSM will put the information in order.

Click “Submit.”

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance !

SEARCH

VENDOR WRHS :
TCMD DCMNT :
FINAL DEST :

Search
Reset

SEAVAN PROCESSING

Container Status

Available to Load In Process Complete

SEL	Cage	Vendor Warehouse Number	TCMD Document #	Pick Up Date	Final Dest	Type	Size
➤	488N1	824596	UY03063249M007MMB	10-Jul-2012	SD0395	REFR	42
•	488N1	823625 34074-A 810502-A	SC31052432M086MMB	19-Jun-2012	UY0803	REFR	42

1

Submit Reset Review

Processing Container (Generating TCMD), Continued

Step 2

Select Release Number (RLSE) to be processed. (Received when MPO was built)

*****FOR “STOP OFF” SHIPMENTS, YOU WILL SELECT / LOAD EACH RELEASE NUMBER FOR EACH DODAAC SEPARATELY**

Click “Submit.”

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance !

SEARCH
 RLSE :
 CLIN :
 REQ :
 POE :
 IPD :
 DEST :

Load Seavan Container
 Container TCN: UY03063249M007MMB Final Dest: SD0395
 Pick Up Date: 07/10/2012

Requisitions Already Loaded in Seavan

Requisitions Available to be Loaded

RLSE	CLIN	Requisition	STOP	POE	IPD	Destination	TCC	Qty Open
✓ 105498	0001	SD039521920501	1	0001MJ	12	SD0395		1423
■ 102870	0001	SD039521380502	1	0001MJ	12	SD0395		456
● 103989	0001	SD039521600502	1	0001MJ	12	SD0395	H	507

All Packed in One Multi Freight Pieces

Processing Container (Generating TCMD), Continued

Step 3

Select “Multi Freight Pieces” if working with multiple pallets, and input number of pallets in space provided.

Click “Submit.”

Note: If only working with one piece, click “Submit.”

The screenshot displays a software interface with a table of items and a form below it. The table contains the following data:

21ZK	0001	SW317090385890A	1	0001MJ	15	SW3170	Z	24
72CH	0001	W91ZKW91620704	1	000DOV	05	W91ZKW	Z	71
83PW	0001	FB580491913362	1	000DOV	05	FB5804	Z	2
7609	0001	SW310991961601	1	0001MJ	12	SW3109	Z	2967
0001	0001	SL470190360ALFA	1	0001MJ	15	SW3170	Z	1912
69CD	0001	SW310991590558	1	0001MJ	12	SW3109	Z	294
57WB	0001	SW317091270631	1	0001MJ	12	SW3170	Z	72
198Q	0099	SW310500200501	1	000301	12	SW3105	Z	192
39TW	0236	SW310500200502	1	000301	12	SW3105	Z	936
02DA	0001	SW310992440747H	1	0001MJ	12	SW3109	Z	240
39ET	0217	SW310990820832B	1	0001MJ	15	SW3109	Z	152
2652	0001	W91WBY92160320A	1	0001MJ	12	W91WBY	Z	9
21TF	0146	W91W42929050715	1	0001MJ	12	W91W42	Z	2
61CY	0001	SW317000390559B	1	0001MJ	12	SW3170	Z	21
0001	0001	W91DX392220274	1	000DOV	02	W91DX3	Z	6
0001	0001	W91DX392220275A	1	000DOV	02	W91DX3	Z	6
0001	0001	UY861993230503	1	UY8619	12	UY8619	Z	209
0001	0001	V2194200000000	1	V21942	12	V21942	Z	10
24YU	0503	SW310993160501	1	0001MJ	12	SW3109	W	26
275T	0001	SW310993130536	1	0001MJ	12	SW3109	Z	4920
589T	0001	SW310900330594	1	0001MJ	12	SW3109	Z	4620
275T	0001	SW310993130536H	1	0001MJ	12	SW3109	Z	840
275T	0001	SW310993130536J	1	0001MJ	12	SW3109	Z	180
0001	0001	SL470100050CMB	1	0001MJ	15	SWE300	Z	39
48VX	0001	FB580400070229	1	0001MJ	12	FB5804	Z	64
03QX	0001	SW310992460611B	1	0001MJ	15	SW3109	Z	312
70UF	0001	W91EB800580075B	1	0001MJ	12	W91EB8	Z	10
24VD	0001	SW310993060650B	1	0001MJ	12	SW3109	Z	2
803N	0001	SW310900760634A	1	0001MJ	12	SW3109	Z	1958
21TF	0001	W91W4292950715A	1	000DOV	05	W91W42	Z	33
24VD	0001	SW310993060650C	1	0001MJ	12	SW3109	Z	1

Below the table, there are two radio buttons: "All Packed in One" (selected) and "Multi Freight Pieces". A red arrow points from the "Multi Freight Pieces" radio button to a text input field containing the number "20". Below the input field are three buttons: "Submit" (highlighted with a red box), "Reset", and "Close Container".

Processing Container (Generating TCMD), Continued

Step 4 (multi piece shipments only)

Include weight, cube and quantity for each piece. If all are same, check “Same for Remaining Pieces” on the first entry and all others will populate.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance | !

FOB Origin - Multi Freight Piece Processing

Piece Number	Number of Pieces	Weight	Cube	Quantity	Same for Remaining Pieces
1	11	1500	45	3	<input checked="" type="checkbox"/>
2	11	1500	45	3	<input type="checkbox"/>
3	11	1500	45	3	<input type="checkbox"/>
4	11	1500	45	3	<input type="checkbox"/>
5	11	1500	45	3	<input type="checkbox"/>
6	11	1500	45	3	<input type="checkbox"/>
7	11	1500	45	3	<input type="checkbox"/>
8	11	1500	45	3	<input type="checkbox"/>
9	11	1500	45	3	<input type="checkbox"/>
10	11	1500	45	3	<input type="checkbox"/>
11	11	1500	45	3	<input type="checkbox"/>

Requisition: SW314291330501 Remaining Qty = 0 Variance Qty: 33 / 33

Partial
 Total

Processing Container (Generating TCMD), Continued

Step 5 (multi piece shipments only)

Note: The following screen is not needed for Class IV shipments.

Click “Submit,” this creates the MSL.

Step 6 (multi piece shipments only)

Click “Close Containers.”

STOP #	TCN	SCN	APIO	FP #	# FP	GROSS WGT	GROSS CUBE
1	SD039521920501XXX	07884834		1	1	37349	1210
Total						37349	1210

RISE	CLIN	Requisition	STOP	POE	IPD	Destination	ICC	Qty Open
102870	0001	SD039521380502	1	0001M	12	SD0395		456
103989	0001	SD039521600502	1	0001M	12	SD0395	H	507

Processing Container (Generating TCMD), Continued

Step 7

Select shipment to work

Mark Container Loaded “YES”

Complete the following information found on the completed Shipping Instructions from Vendor:

- Seal Number—All numeric
- Container Number—All numeric, must be 7 digits – if not, contact Vendor.
- Ownership Code—(Prefix before the Container Number, NOT the CARRIER SCAC).
- Loader Name—Input the first initial of the Vendor’s name (Actual name only required for Hazardous loads.)

Click “Submit.”

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance

SEARCH

VENDOR WRHS :
TCMD DCMT :
FINAL DEST :

SEARCH
Reset

SEAVAN PROCESSING

Container Status

Available to Load | In Process | Complete

SEL	Cage	Vendor Warehouse Number	TCMD Document #	Pick Up Date	Final Dest	Type	Size
>	48BN1	824596	UY03063249M007MMB	10-Jul-2012	SD0395	REFR	42

1

Container Loaded?
 Yes No

Seal Number: 3790894
 Container Number: 6819655
 Ownership SCAC: MWCU
 Loader Name: R

Submit | Reset | Review

Processing Container (Generating TCMD), Continued

Step 8

If an error message is received, confirm/verify Container number info with Vendor and/or Carrier. Correct Container number if needed.

*****DO NOT AUTOMATICALLY OVERRIDE CONTAINER NUMBER!!**

Click “Submit.”

VENDOR WRHS :
TCMD DCMNT :
SC31056013ZZ01MM
FINAL DEST :
Search
Reset

Container Status
 Available to Load In Process Complete

SEL	Cage	Vendor Warehouse Number	TCMD Document #	Pick Up Date	Final Dest	Type	Size
<input checked="" type="radio"/>	0UUM9	PO# TEST PCFN# 123456	SC31056013ZZ01MMB	06-Apr-2010	SD0802	DRY	40

1

Container Loaded?
 Yes No

Seal Number: 123456
Container Number: 1234567
Ownership SCAC: MWCU

The CONTAINER NUMBER is invalid.

Override Container Number Validation
Submit Reset

Step 9

Notice message stating “CONTAINER IS CLOSED.”

Annotate “FINAL SCN” on Booking paperwork.

Click “REVIEW” to review TCMD information.

Processing Container (Generating TCMD), Continued

Step 10

Input Commodity—Choose appropriate Commodity Code from drop down.

The screenshot shows the 'Review Seavan' form with a dropdown menu open for the 'COMMODITY' field. The dropdown lists various commodity codes and descriptions, with '18029 - MEATS, RED (FRESH)' selected. Other fields include SHIPMENT CONTROL NUMBER (15), TCMD DOCUMENT NUMBER, OCEAN CARRIER, CONTAINER INFO, VESSEL, PIECES, NIN, STOP NUMBER (01), DECLARED VALUE, CONTRACT NUMBER, RFID TAG NUMBER, SEAL NUMBER (3790894), and REMARKS (SHIP AS FULL LOAD, DO NOT BREAK SEAL).

Step 11

Complete TCN shipment remarks with the product descriptions. Show as much product on container as will fit in the space provided.

Click “Submit.”

The screenshot shows the 'Review Seavan' form with the 'TCN SHIPMENT REMARKS' field highlighted in red. The field contains the text: 'ENTREE, BELGIAN WAFFLES, CHICKEN WINGS PRECKD, BEEF FOR STEWING FZN, BEEF CHUCK FLAT IRON STEAK FZN'. The 'Submit' button is also highlighted in red. Other fields include SEAL NUMBER (3790894), REMARKS (SHIP AS FULL LOAD, DO NOT BREAK SEAL), and various shipment details like TCN (SD039521920501XXX), SHIPMENT CONTROL NUMBER (07884834), and COMMODITY (S2NF).

Processing Container (Generating TCMD), Continued

Step 12

Review information input for accuracy; change the ETA days to 02.

DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY (A12345)

Review Seavan

SHIPMENT CONTROL NUMBER: 07884864

TCMD DOCUMENT NUMBER:	UY03063249M007MMB	BOOKING NUMBER:	USG824596
DOC ID:	TXZ	POE:	1G9
OCEAN CARRIER:	MAEU	POD:	LE1
CONTAINER INFO:	MWCU-42-MAEU	SAIL DATE:	07/11/2012
		CONTRACTUAL RDD:	08/28/2012
VESSEL:	MAERSK DANANG	CONTAINER TYPE:	REFR
PIECES:	1423	CONTAINER NUMBER:	6819655
NIIN:	D01775017	CONTAINER TEMPERATURE:	-4

STOP NUMBER	CONSIGNEE	PIECES	WEIGHT	CUBE
01	SD0395	1	37349	1210

DECLARED VALUE: 74469.03 **ETA DAYS: 01**

CONTRACT NUMBER: PCFN: 624596

RFID TAG NUMBER: TAC: S9SA

COMMODITY: 18029 - MEATS, RED (FRESH)

SEAL NUMBER: 3790894

REMARKS: SHIP AS FULL LOAD. DO NOT BREAK SEAL

Step 13

Review and click “Accepted and Print.”

SEAL NUMBER: 3790894

REMARKS: SHIP AS FULL LOAD. DO NOT BREAK SEAL

Stop Number 1

TCN:	SD039521920501XXX	SHIPMENT CONTROL NUMBER:	07884834
NUMBER OF PIECES:	1	SHIP FROM DODAAC:	A4BBN1
FREIGHT PIECE NUMBER:	1	SHIP TO DODAAC:	0001G9
GROSS WEIGHT:	37349	ULTIMATE CONSIGNEE:	SD0395
GROSS CUBE:	1210	CRP/BBP:	
LENGTH:	0	TYPE PACK:	CT
WIDTH:	0	AIR/SURFACE:	S
HEIGHT:	0	COMMODITY:	
SCAC:		TAC:	S9SA
TRACKING NUMBER:		OVERSEAS INDICATOR:	Y
MODE SHIP:	V	ATCMD SEND INDICATOR:	
NMFC/SUF:		HAZ IND:	N

DESC:

APPN: S2NF

TCN SHIPMENT REMARKS: CHICKEN ENTREE, BELGIAN WAFFLES, CHICKEN WINGS PRECKD, BEEF FOR STEV
BEEF CHUCK FLAT IRON STEAK FZN

Accepted and Print Review Accepted Submit Reset

Processing Container (Generating TCMD), Continued

Step 14

Select the exterior shipment control number.

Click “Print All Docs.”

The screenshot shows the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The main content area is titled 'Print Seavan Container Data' and displays a table of container information. The table has columns for 'Sel', 'Shipment Ctrl Nbr', 'TCN', 'Nbr of Frght Pcs', 'Packed in One', 'Exterior TCN', and 'Available to Print'. Two rows are visible, with the second row selected. Below the table are three buttons: 'Print Docs', 'Print All Docs', and 'Reset'. The 'Print All Docs' button is highlighted with a red box. A red box also highlights the selection column of the table.

Sel	Shipment Ctrl Nbr	TCN	Nbr of Frght Pcs	Packed in One	Exterior TCN	Available to Print
<input type="checkbox"/>	05569127	SW314291330501XXX	11			Available
<input checked="" type="checkbox"/>	05569618	SC31033145M001M22	1		Exterior	Available

Step 15

Print and provide MSL and TCMDs to Vendor in packet that is sent with the RFID tag (if vendor cannot burn). If can burn, email to Vendor.

Print a hard copy to send to EDMS.

Save to your Working Folder.

Step 16

Add the documents created in Step 15 from the Working Folder to the appropriate portfolio.

Break Bulk Shipments—Inputting IBS

Steps for processing break bulk shipments

Follow the steps below for processing break bulk shipments.

Step	Action
1	Click “New Breakbulk ETRR.”
2	<p>Follow previous directions on Building a Container ETRR until this page appears.</p> <p>Input the “Ultimate Consignee DODAAC.”</p> <p>Select “Consignee Details” to verify DODAAC address.</p>
3	<p>The DODAAC addressing is shown.</p> <p>Click “Save and Continue.”</p> <p>The DODAAC can be verified against inputting the DODAAC in DSS 30/31 screen.</p>
4	<p>Input</p> <ul style="list-style-type: none"> • Number of TCNs • Transportation Accounting Code (TAC) (from the contract) <p><u>Note:</u> If the contract has a TAC it must be used; if not, then use the current fiscal year Over Ocean Transportation (OOT) TAC.</p> <p>For validation of a contract TAC, see your work lead.</p> <p>Verify and validate vendor TAC via Transportation Global Edit Tables (TGET).</p> <p>The number of TCNs and pieces that are to be shipped are determined from the contract.</p>
5	<p>Input the following:</p> <ul style="list-style-type: none"> • Breakbulk Reason—generally “C”—Cargo configuration/density not compatible to container • Movement type—“Port to Door” is most preferred service • Available Date—Day load is available for delivery to port • RDD (DD-MON-YYYY) — in calculating RDD, be sure to incorporate transit time to port from Vendor and IBS booking time. ** <p>Click “Point of Contact.”</p> <p><u>Note:</u> If Destination contract, Vendor is responsible to get item(s) to the port. If Origin contract, DLA transportation office is responsible for getting item(s) to the port.</p> <p>Under both circumstances, movement type remains as Port to Door service. Most break bulk vendors deliver material to the port.</p>

Break Bulk Shipments—Inputting IBS, Continued

Steps for processing break bulk shipments

Follow the steps below for processing break bulk shipments.

Step	Action
6	<p>Input:</p> <ul style="list-style-type: none"> • Vendor POC information: name, email and phone number without spaces or dashes • Consignee information, if available. If not, use DLA/Delivery information: • POC Name: DLA TRANS • POC Email Address: DELIVERY@DLA.MIL • POC Commercial Phone: 8004565507 <p>Click “Save and Continue.”</p>
7	<p>In the “Delivery Information to Carrier” field, input Contract number or Purchase Order number (PO#), POC for warehouse and their phone number.</p> <p>Click “Save and Continue.”</p>
8	<p>Select first item (This is your first TCN)</p> <p>Click “Complete Details.”</p>
9	<p>Input the following fields:</p> <ul style="list-style-type: none"> • TCN—If there is more than one piece for one TCN (from contract), TCN must be partial out with the suffix of XAX, XBX & so forth • Equipment model number from contract • Commodity Code per the DTR—example calls for 885 = VEHICLES, MHE, ROAD CONSTRUCTION, REPAIR PARTS AND COMPONENTS • Type Cd—(See note below) • Handling Cd—(See note below) • Pcs—input piece count • Length—Per vendor’s request • Weight—Per vendor’s request • Width—Per vendor’s request • Cube—Tab through, it will auto populate after length, width, height (LWH) is filled in • Height—Per vendor’s request • Remarks—Provide item description from contract <p>Click “Accessorial Services” if shipment calls for an accessorial charge, if not click “OutSize Info.”</p>

Break Bulk Shipments—Inputting IBS, Continued

Steps for processing break bulk shipments, continued

Follow the steps below for processing break bulk shipments.

Step	Action
9, con't	<p><u>Note:</u> Any field that has a magnifying glass, you may research the proper entry by leaving the field blank, and then clicking on the magnifying glass to the right of the field.</p>
10	<p>Select the next shipment.</p> <p>Click “Complete Details.”</p>
11	<p>Change suffix on TCN.</p> <p>Click “Save to this Shipment Unit Only” because this is the last TCN of this shipment.</p>
12	<p>Click “Preview Break Bulk” and preview booking for accuracy prior to submitting.</p> <p>In the preview screen, the items to pay attention to are:</p> <ul style="list-style-type: none"> • TAC Code • Requester DODAAC • Shipper information • Ultimate Consignee DODAAC <p>On middle section of same page, the items to check for accuracy are:</p> <ul style="list-style-type: none"> • Shipper POC information • Consignee information • Break Bulk Reason: • Delivery Information To Carrier: Contract or PO#, POC information with phone number <p>On the bottom of the same page, the items to check for accuracy are:</p> <ul style="list-style-type: none"> • Commodity Code, Type Code, Handling Code, & Package Code • Shipment Unit information • Out Size Dimensions Information • Accessorial Services <p>Write commodity code down on booking request form for later use (i.e. 885ZY). The commodity code used in IBS must be the commodity code used when transmitting TCMD in VSM.</p> <p>Click the back button and “Commit” shipment. Write down PCFN number and print page for folder.</p>

Break Bulk Shipments—Inputting IBS, Continued

Steps for processing break bulk shipments, continued

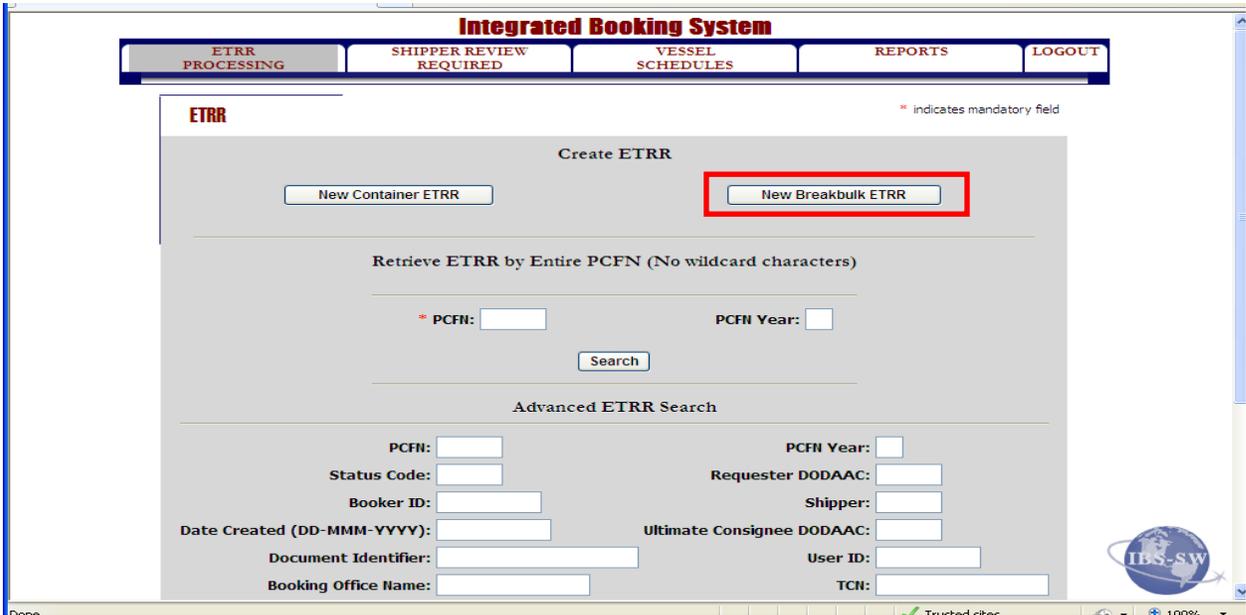
Follow the steps below for processing break bulk shipments.

Step	Action
13	<p>Email Vendor the PCFN number – Example:</p> <p>Your booking request for PO # XXXXXX, has been submitted and is awaiting completion. The PCFN is XXXXXX.</p> <p>It is imperative that all future correspondence regarding this booking contain the PCFN in the subject line of your email. Failure to do so will result in a delay in a response to your inquiry.</p> <p>Upon acceptance of the booking, the shipping instructions will be forwarded.</p> <p>Your Name Traffic Management Specialist Vendor Shipment Module (VSM) DLA Distribution – J3-OS 1-800-456-5507 Fax 717-770-2701 delivery@dla.mil</p>
14	<p>When booking is completed in IBS, print Shipping Instructions as previously covered.</p> <p>Notice BREAKBULK is listed.</p>
15	<p>To receive shipping documents, select the completed SEAVAN shipment, and click “Inquiry.”</p>
16	<p>Click “Print” at the bottom to print your shipping instructions. This screen provides details of the confirmed booking.</p> <p>Follow previous instructions to finish the Container process.</p>

Break Bulk Shipments—Inputting IBS, Continued

Step 1

Click “New Breakbulk ETRR.”

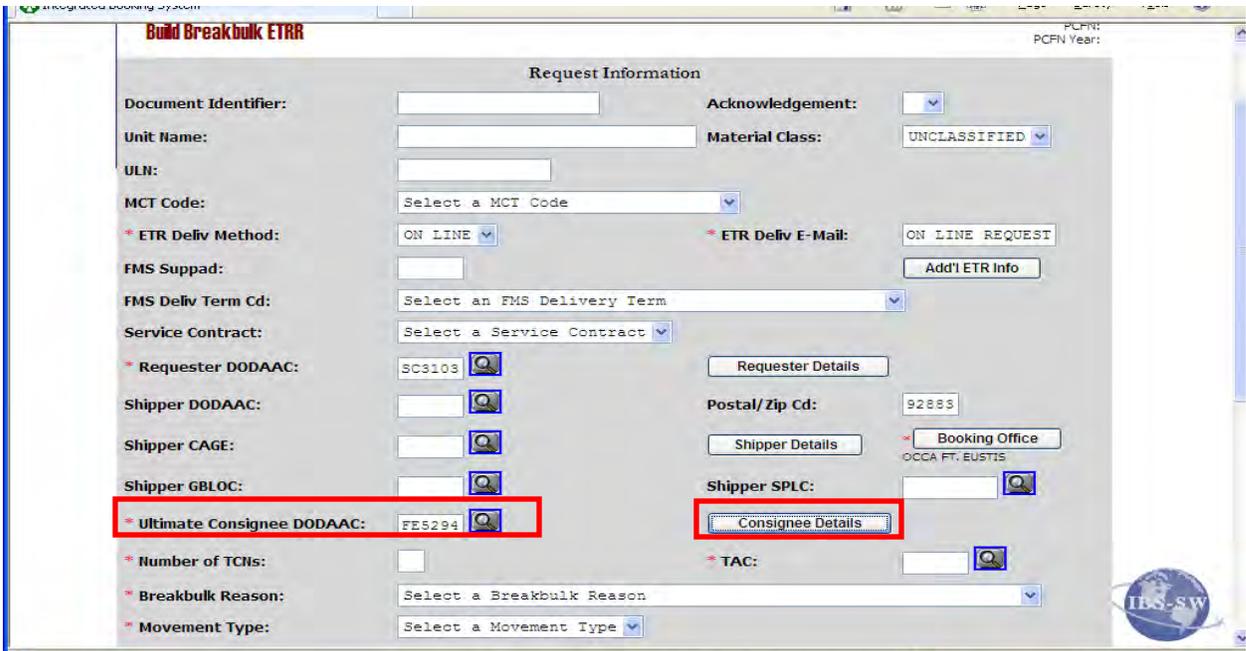


Step 2

Follow previous directions on Building a Container ETRR until this page appears.

Input the “Ultimate Consignee DODAAC.”

Select “Consignee Details” to verify DODAAC address.



Break Bulk Shipments—Inputting IBS, Continued

Step 3

The DODAAC addressing is shown.

Click “Save and Continue.”

The DODAAC can be verified against inputting the DODAAC in DSS 30/31 screen.

The screenshot displays the 'Integrated Booking System' interface. At the top, there is a navigation bar with five tabs: 'ETRR PROCESSING', 'SHIPPER REVIEW REQUIRED', 'VESSEL SCHEDULES', 'REPORTS', and 'LOGOUT'. Below this, the main content area is titled 'Build Breakbulk ETRR' and includes the text 'DODAAC: FE5294'. A central form titled 'CONSIGNEE DODAAC' contains the following fields:

- * Consignee Name: FE5294 51 LRS LGRDDC
- * Consignee Address: CP 011 82 31 664 5270 BLDG 824 OSAN AIR
- Consignee City: SONG TAN CITY
- Consignee State/Country: KS
- Consignee Zip:

At the bottom of the form, there are two buttons: 'Save and Continue' (highlighted with a red box) and 'Back'. Below the form, there is a footer with links: { About IBS | E-mail Us | Help | Documentation } and the text 'UNCLASSIFIED - For Official Use Only (FOUO)'. A logo for 'IBS-SW' is visible in the bottom right corner.

Break Bulk Shipments—Inputting IBS, Continued

Step 4

Input

- Number of TCNs
- Transportation Accounting Code (TAC) (from the contract)

Note: If the contract has a TAC it must be used; if not, then use the current fiscal year Over Ocean Transportation (OOT) TAC.

For validation of a contract TAC, see your work lead.

Verify and validate vendor TAC via Transportation Global Edit Tables (TGET).

The number of TCNs and pieces that are to be shipped are determined from the contract.

FMS Deliv Term Cd: Select an FMS Delivery Term

Service Contract: Select a Service Contract

* Requester DODAAC: SC3103

Shipper DODAAC:

Shipper CAGE:

Shipper GBLOC:

* Ultimate Consignee DODAAC: FE5294

* Number of TCNs: 2

* Breakbulk Reason: Select a Breakbulk Reason

* Movement Type: Select a Movement Type

* Available Date(DD-MON-YYYY):

Emergency Condition Code:

* POC Name: Scot Osborne

* POC Commercial Phone: 7177705534

POC DSN Phone: 7715534

* Point Of Contact

Delivery Information To Carrier:

Remarks to Booker:

Requester Details

Postal/ Zip Cd: 92883

Shipper Details

* Booking Office
OCCA FT. EUSTIS

Shipper SPLC:

Consignee Details

* TAC: F5WR

* RDD(DD-MON-YYYY):

Project Cd:

* POC Email Address: scot.osborne@dla.mil

POC Commercial Fax: 7177702701

POC DSN Fax:

IBS-SW

Break Bulk Shipments—Inputting IBS, Continued

Step 5

Input the following:

- Breakbulk Reason—generally C—Cargo configuration/density not compatible to container
- Movement type—“Port to Door” is most preferred service
- Available Date—Day load is available for delivery to port
- RDD (DD-MON-YYYY) — in calculating RDD, be sure to incorporate transit time to port from Vendor and IBS booking time. **

Click “Point of Contact.”

Note: If Destination contract, Vendor is responsible to get item(s) to the port.
If Origin contract, DLA transportation office is responsible for getting item(s) to the port.

Under both circumstances, movement type remains as Port to Door service.
Most break bulk vendors deliver material to the port.

The screenshot shows a web-based form for entering shipment data. Key fields include:

- Ultimate Consignee DODAAC:** FE5294
- Number of TCNs:** 2
- TAC:** F&WR
- Breakbulk Reason:** C - Cargo configuration/density not compatible to containers
- Movement Type:** PORT TO DOOR
- Available Date(DD-MON-YYYY):** 07-NOV-2011
- RDD(DD-MON-YYYY):** 22-DEC-2011
- POC Name:** Scot Osborne
- POC Email Address:** scot.osborne@dla.mil
- POC Commercial Phone:** 7177705534
- POC Commercial Fax:** 7177702701
- POC DSN Phone:** 7715534
- POC DSN Fax:** (empty)
- Point Of Contact:** (button)

Buttons at the bottom include "Save and Continue" and "Back".

Break Bulk Shipments—Inputting IBS, Continued

Step 6

Input:

- Vendor POC information: name, email and phone number without spaces or dashes
- Consignee information, if available. If not, use DLA/Delivery information:
- POC Name: DLA TRANS
- POC Email Address: DELIVERY@DLA.MIL
- POC Commercial Phone: 8004565507

Click “Save and Continue.”

Integrated Booking System

ETRR PROCESSING SHIPPER REVIEW REQUIRED **VESSEL SCHEDULES** REPORTS LOGOUT

Build Breakbulk ETRR PCFN: PCFN Year:

POINT OF CONTACT

SHIPPER

POC ID: SHIPPER

* POC Name: STEPHANIE MCCALL * POC Email Address: NIE.MCCALL@VOLVO.COM

POC Commercial Phone: 8286502227 POC Commercial Fax:

POC DSN Phone: POC DSN Fax:

CONSIGNEE

POC ID: CONSIGNEE

* POC Name: DLA TRANS * POC Email Address: DELIVERY@DLA.MIL

POC Commercial Phone: 8004565507 POC Commercial Fax:

POC DSN Phone: POC DSN Fax:

Save and Continue **Back**

IBS-SW

Break Bulk Shipments—Inputting IBS, Continued

Step 7

In the “Delivery Information to Carrier” field, input Contract number or Purchase Order number (PO#), POC for warehouse and their phone number.

Click “Save and Continue.”

The screenshot displays a web-based form for entering shipment details. The form is organized into two columns. The left column contains fields for Shipper GBLOC, Ultimate Consignee DODAAC (FE5294), Number of TCNs (2), Breakbulk Reason (C - Cargo configuration/density not compatible to containers), Movement Type (PORT TO DOOR), Available Date (07-NOV-2011), Emergency Condition Code, POC Name (Scot Osborne), POC Commercial Phone (7177705534), and POC DSN Phone (7715534). The right column contains fields for Shipper SPLC, Consignee Details, TAC (F8WR), RDD (22-DEC-2011), Project Cd, POC Email Address (scot.osborne@dla.mil), POC Commercial Fax (7177702701), and POC DSN Fax. A 'Point Of Contact' button is located below the POC DSN Phone field. The 'Delivery Information To Carrier' field is highlighted with a red box and contains the text: 'SPM50005D0006-0097. POC STEPHANIE MCCALL 828 650 2227. RFID'. Below this field is a 'Remarks to Booker' field. At the bottom of the form, the 'Save and Continue' button is highlighted with a red box, and a 'Back' button is also visible. The footer of the page includes a navigation menu with links for 'About IBS', 'E-mail Us', 'Help', and 'Documentation', and a disclaimer: 'UNCLASSIFIED - For Official Use Only (FOUO)'. The IBS-SW logo is located in the bottom right corner.

Break Bulk Shipments—Inputting IBS, Continued

Step 8

Select first item (This is your first TCN)

Click “Complete Details.”

Integrated Booking System

ETRR PROCESSING SHIPPER REVIEW REQUIRED VESSEL SCHEDULES REPORTS LOGOUT

TCN Selection PCFN:
PCFN Year:

Select	No.	TCN	Completed
<input checked="" type="radio"/>	1		
<input type="radio"/>	2		

Preview BreakBulk **Complete Details** Commit Back

{ About IBS | E-mail Us | Help | Documentation }

UNCLASSIFIED - For Official Use Only (FOUO)



Break Bulk Shipments—Inputting IBS, Continued

Step 9

Input the following fields:

- TCN—If there is more than one piece for one TCN (from contract), TCN must be partial out with the suffix of XAX, XBX & so forth
- Equipment model number from contract
- Commodity Code per the DTR—example calls for 885 = VEHICLES, MHE, ROAD CONSTRUCTION, REPAIR PARTS AND COMPONENTS
- Type Cd—(See note below)
- Handling Cd—(See note below)
- Pcs—input piece count
- Length—Per vendor’s request
- Weight—Per vendor’s request
- Width—Per vendor’s request
- Cube—Tab through, it will auto populate after LWH is filled in
- Height—Per vendor’s request
- Remarks—Provide item description from contract

Click “Accessorial Services” if shipment calls for an accessorial charge, if not click “OutSize Info.”

Note: Any field that has a magnifying glass, you may research the proper entry by leaving the field blank, and then clicking on the magnifying glass to the right of the field.

Integrated Booking System

ETRR PROCESSING SHIPPER REVIEW REQUIRED VESSEL SCHEDULES REPORTS LOGOUT

Build Breakbulk ETRR RCPN: RCPN Year:

Shipment Unit Information

* TCN: FD20609327X010XAX UFC/IMFC: Serial Number:

Model: L120F * Type Cd: Z

* Commodity Cd: 885 * Type Pack Cd: VE

* Handling Cd: Y * Length: 320

* Pcs: 1 * Width: 114

* Weight: 49860 * Height: 133

* Cube: 1 * Outsize Ind: OutSize Info

Accessorial Ind: Accessorial Services

Hazard Ind: Hazard Info

Remarks: 4 CU YD VOLVO WHEEL LOADER MODEL L120F

Save to this Shipment Unit Only Save and Copy to other Shipment Units Back

Break Bulk Shipments—Inputting IBS, Continued

Step 10

Select the next shipment.

Click “Complete Details.”

Select	No.	TCN	Completed
<input type="radio"/>	1	FD20609927X010XAX	07-Nov-2011
<input checked="" type="radio"/>	2	FD20609927X010X	

Buttons: Preview BreakBulk, Complete Details, Commit, Back

Step 11

Change suffix on TCN.

Click “Save to this Shipment Unit Only” because this is the last TCN of this shipment.

Buttons: Save to this Shipment Unit Only, Save and Copy to other Shipment Units, Back

Break Bulk Shipments—Inputting IBS, Continued

Step 12

Click “Preview Break Bulk” and preview booking for accuracy prior to submitting.

In the preview screen, the items to pay attention to are:

- TAC Code
- Requester DODAAC
- Shipper information
- Ultimate Consignee DODAAC

On middle section of same page, the items to check for accuracy are:

- Shipper POC information
- Consignee information
- Break Bulk Reason:
- Delivery Information To Carrier: Contract or PO#, POC information with phone number

On the bottom of the same page, the items to check for accuracy are:

- Commodity Code, Type Code, Handling Code, & Package Code
- Shipment Unit information
- Out Size Dimensions Information
- Accessorial Services

ULN:		MCT Code:	
Material Class:	UNCLASSIFIED	Service Contract:	
TAC:	F8WR	ETR Deliv E-Mail:	ON LINE REQUEST
ETR Deliv Method:	ON LINE	Acknowledgement:	
FMS Deliv Term:			
FMS Suppad:			
Requester DODAAC:	SC3103	Booking Office:	OCCA FT. EUSTIS
Requester Name:	DLA DISTRIBUTION VSM		
Requester Address:	M AVE BLDG 54-S DDC J3 J4 NEW CUMBERLAND PA		
Requester City:	NEW CUMBERLAND		
Requester State:	PA	Requester Zip CD:	17070
Shipper DODAAC:		Shipper CAGE:	
Shipper GBLOC:		Shipper SPLC:	
Shipper Name:	VOLVO CONSTRUCTION EQUIP		
Shipper Address:	22099 KNABE RD		
Shipper City:	CORONA		
Shipper State Code:	CA	Shipper Zip Code:	92883
Consignee DODAAC:	FES294		
Consignee Name:	FES294 51 LRS LGRDDC		
Consignee Address:	CP 011 82 31 664 5270 BLDG 824 OSAN AIR BASE		
Consignee City:	SONG TAN CITY		
Consignee State Code:	KS	Consignee Zip:	

Write commodity code down on booking request form for later use (i.e. 885ZY). The commodity code used in IBS must be the commodity code used when transmitting TCMD in VSM.

Click the back button and “Commit” shipment. Save to your Working Folder.

Break Bulk Shipments—Inputting IBS, Continued

Step 13

Email Vendor the PCFN number – Example:

Your booking request for **PO # XXXXX**, has been submitted and is awaiting completion. The **PCFN is XXXXXX**.

It is imperative that all future correspondence regarding this booking contain the PCFN in the subject line of your email. Failure to do so will result in a delay in a response to your inquiry. Upon acceptance of the booking, the shipping instructions will be forwarded.

Your Name
Traffic Management Specialist
Vendor Shipment Module (VSM)
DLA Distribution – J3-OS
1-800-456-5507
Fax 717-770-2701
delivery@dla.mil

Break Bulk Vendor Shipping Instructions

Steps for adding Break Bulk Vendor Shipping Instructions

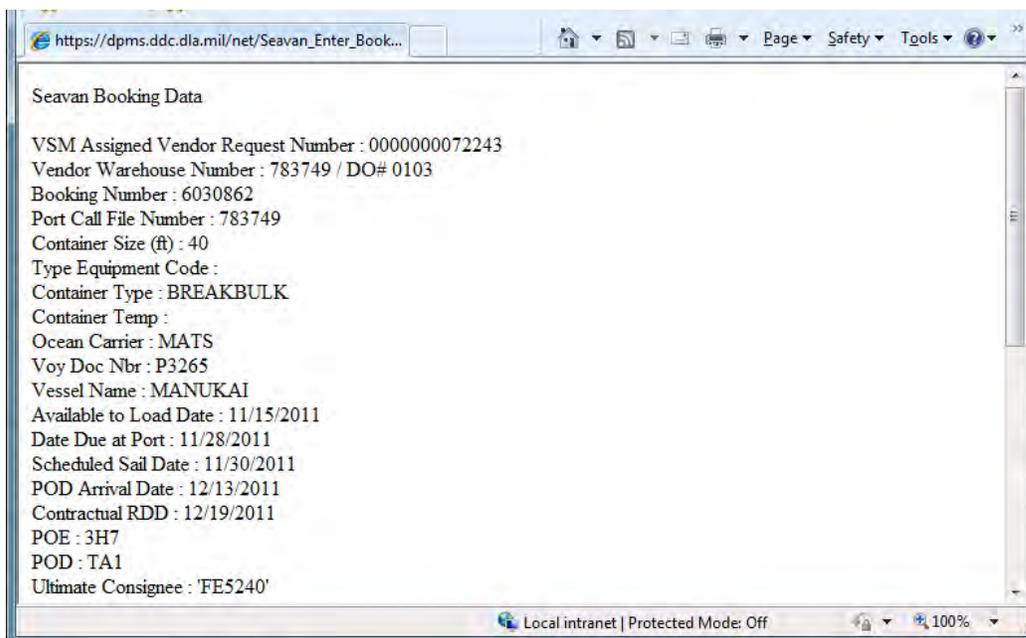
Follow the steps below for adding Break Bulk Vendor Shipping instructions.

Step	Action
1	When booking is completed in IBS, print Shipping Instructions as previously covered. Notice BREAKBULK is listed.
2	To receive shipping documents, select the completed SEAVAN shipment, and click “Inquiry.”
3	Click “Print” at the bottom to print your shipping instructions. This screen provides details of the confirmed booking. Follow previous instructions to finish the Container process.

Step 1

When booking is completed in IBS, print Shipping Instructions as previously covered.

Notice BREAKBULK is listed.



Break Bulk Vendor Shipping Instructions, Continued

Step 2

To receive shipping documents, select the completed SEAVAN shipment, and click “Inquiry.”

The screenshot displays the 'DSS / Vendor Shipment Module' interface for the 'DEFENSE LOGISTICS AGENCY (A12345)'. The main section is titled 'SEAVAN PROCESSING' and features a 'Booking Request Status' filter with three radio buttons: 'Available to Book', 'In Process', and 'Complete'. The 'Complete' option is selected and highlighted with a red box. Below the filter is a table with the following columns: SEL, Cage, Vendor Warehouse Number, Req. Date, Booking Nbr, Type, Size, and Ship To. The table contains 11 rows of data. At the bottom of the interface, the 'Inquiry' button is highlighted with a red box, along with 'Reset' and 'Update' buttons. A search sidebar on the left includes fields for 'VENDOR WRHS', 'BOOKING NBR', and 'FINAL DEST', along with 'Search' and 'Clear' buttons.

SEL	Cage	Vendor Warehouse Number	Req. Date	Booking Nbr	Type	Size	Ship To
<input type="radio"/>	1T651	913512 031714	25-Mar-2014	USG913512	REFR	42	SD0334
<input type="radio"/>	1T651	913800 SING50886	28-Mar-2014	092308720	REFR	42	SD0811
<input type="radio"/>	1T651	913584 033014FRZ	28-Mar-2014	092308674	REFR	42	UY1010
<input type="radio"/>	1T651	913803 033114	28-Mar-2014	8112859	REFR	40	UY0377
<input type="radio"/>	1T651	911880 DJIBOUTI 031714	24-Mar-2014	USG911880	REFR	42	SD0334
<input type="radio"/>	1T651	913784 YOK 50871-75	24-Mar-2014	092308719	REFR	42	UY0315
<input type="radio"/>	1T651	913791 FUK 5087985	24-Mar-2014	USG913791	REFR	40	UY0370
<input type="radio"/>	1T651	911150 / AH404963 64AF	21-Mar-2014	092308662	REFR	42	UY0369
<input type="radio"/>	1T651	913059 SING-50848	20-Mar-2014	092308587	REFR	42	SD0811
<input type="radio"/>	1T651	913058, YOK 50838	21-Mar-2014	092308586	REFR	42	UY0315

Break Bulk Vendor Shipping Instructions, Continued

Step 3

Click “Print” at the bottom to print your shipping instructions. This screen provides details of the confirmed booking.

Follow previous instructions to finish the Container process.



DSS / Vendor Shipment Module

DEFENSE LOGISTICS AGENCY (A12345)

User Guide	Logoff	Main Menu	MPO	FOB Processing	PRINT	Seavan	Shipping	Reports/Queries	Exceptions	Maintenance	
----------------------------	------------------------	---------------------------	---------------------	--------------------------------	-----------------------	------------------------	--------------------------	---------------------------------	----------------------------	-----------------------------	---

Enter Seavan Booking Data

Enter Booking Data

Vendor Request Number	0000000103286	Vendor Warehouse Number	913058, YOK 50838
DIRECT BOOKED? (Y/N)	<input type="text" value="N"/>	BOOKING NUMBER:	<input type="text" value="092308586"/>
PORT CALL FILE NUMBER	<input type="text" value="913058"/>	CONTRACT NUMBER:	<input type="text"/>
OCEAN CARRIER:	<input type="text" value="APLS"/>	NUMBER OF CONTAINERS:	<input type="text" value="4"/>
VESSEL NAME:	<input type="text" value="APL CHINA"/>	CONTAINER SIZE (ft):	<input type="text" value="40 HIGH CU"/>
AVAILABLE TO LOAD DATE:	<input type="text" value="03/21/2014"/>	CONTAINER TYPE:	<input type="text" value="REFR"/>
DATE DUE AT PORT:	<input type="text" value="03/26/2014"/>	CONTAINER TEMP:	<input type="text" value="-10"/>
SCHEDULED SAIL DATE:	<input type="text" value="03/27/2014"/>	VOY DOC NBR:	<input type="text" value="P2031"/>
POD ARRIVAL DATE:	<input type="text" value="04/10/2014"/>	VOY DOC YEAR:	<input type="text" value="2014"/>
CONTRACTUAL RDD:	<input type="text" value="04/30/2014"/>	POE:	<input type="text" value="302"/>
		POD:	<input type="text" value="UME"/>

HAZARDOUS	OUTSIZE
UN/NA Cd: <input type="text"/>	Length: <input type="text" value="0"/>
Packing Group: <input type="text"/>	Width: <input type="text" value="0"/>
Proper Shipping Name: <input type="text"/>	Height: <input type="text" value="0"/>
Hazard Class: <input type="text"/>	Number of Pieces: <input type="text" value="0"/>
Flash Point: <input type="text"/>	Weight: <input type="text" value="36000"/>
NSN: <input type="text"/>	Cube: <input type="text" value="2360"/>

ULTIMATE CONSIGNEE:

SUBSISTENCE? (Y/N)	<input type="text" value="Y"/>	GENERATE BOL? (Y/N)	<input type="text" value="N"/>	BOL SCAC:	<input type="text"/>
--------------------	--------------------------------	---------------------	--------------------------------	-----------	----------------------

CONTAINER TCN:

<input type="text" value="SC31052031M072TTB"/>
<input type="text" value="SC31052031M073TTB"/>
<input type="text" value="SC31052031M074TTB"/>
<input type="text" value="SC31052031M075TTB"/>

The Enter Booking Data Process Has Completed.

jAMS

Steps for using jAMS

Follow the steps below when using jAMS.

Step	Action
1	Input VSM User Id and password.
2	<p>If you input your VSM User ID and Password correctly, you should see ship from DODAAC address.</p> <p>If you do not see your address, start over and re-enter your VSM User ID and password.</p>
3	Select site to burn the tag from the drop down list.
4	<p>Under “Cntrl Nbr” select the TCN that matches your TCMD.</p> <p>Click “Go.”</p>
5	<p>No check marks should be present in Enter Operation or Enter Free-Text.</p> <p>Select “OK.”</p>
6	<p>Scan barcode on RFID tag or manually input number from RFID tag.</p> <p>Click “OK.”</p>
7	A message will appear asking which text format you want, select Data Rich.
8	<p>You should receive confirmation that your tag was written. If you do not receive a confirmation, but an error message, re-insert the batteries and re-scan the RFID tag number.</p> <p><u>Log off</u> computer; do not just remove your Common Access Card (CAC) card.</p> <p>Proceed to complete the RF Tag paperwork:</p> <ol style="list-style-type: none"> 1. Write RFID TAG NUMBER on top center of TCMD. 2. Make copies of TCMD. Containers require 4 copies (stapled) plus the original. – Staple original copy for folder.
9	<p>Scan TCMD and save pdf to Working Folder.</p> <p>Save the FEDEX label as a pdf to the Working Folder.</p> <p>Add the documents above from the Working Folder to the appropriate portfolio.</p>

jAMS, Continued

Step 1

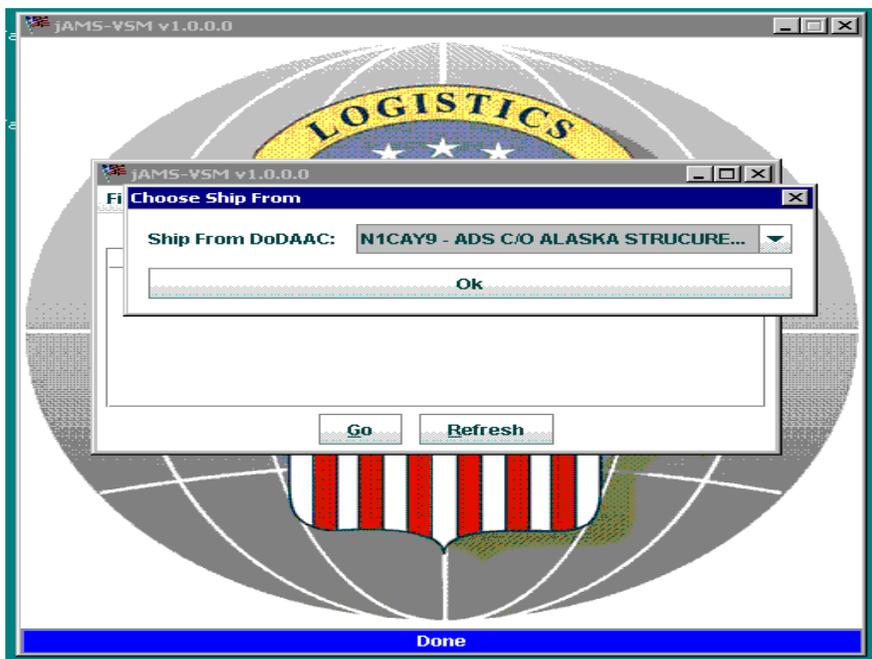
Input VSM User Id and password.



Step 2

If you input your VSM User ID and Password correctly, you should see ship from DODAAC address.

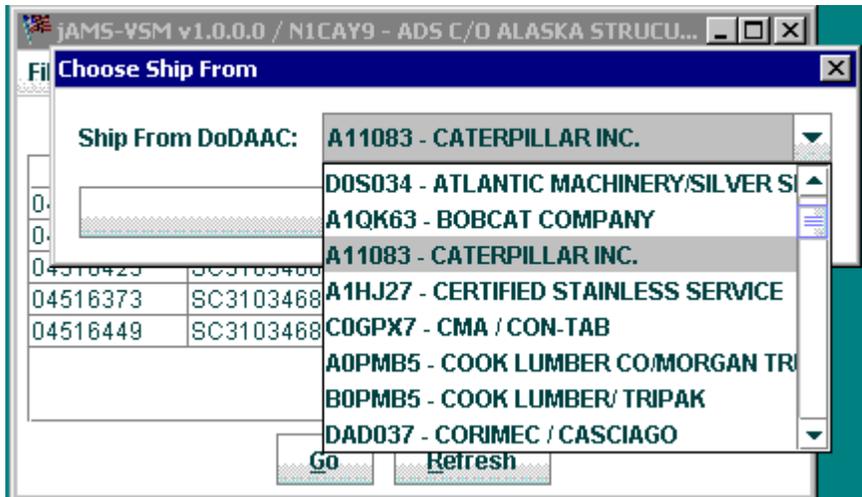
If you do not see your address, start over and re-enter your VSM User ID and password.



jAMS, Continued

Step 3

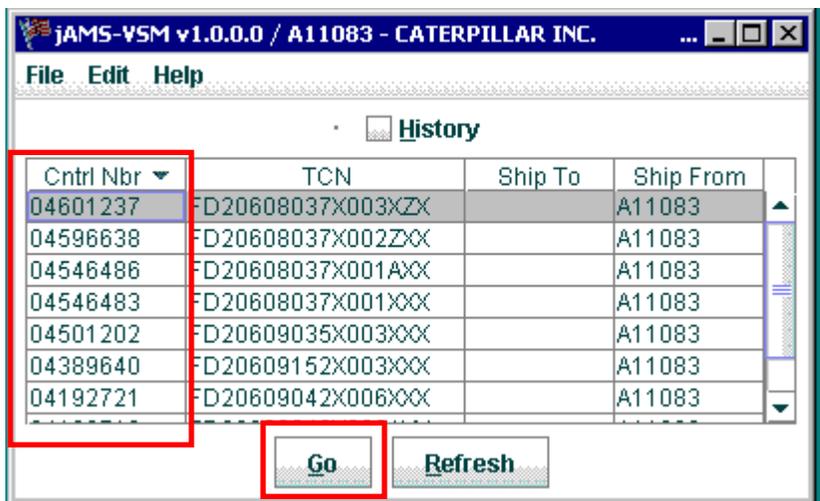
Select site to burn the tag from the drop down list.



Step 4

Under “Cntrl Nbr” select the TCN that matches your TCMD

Click “Go.”

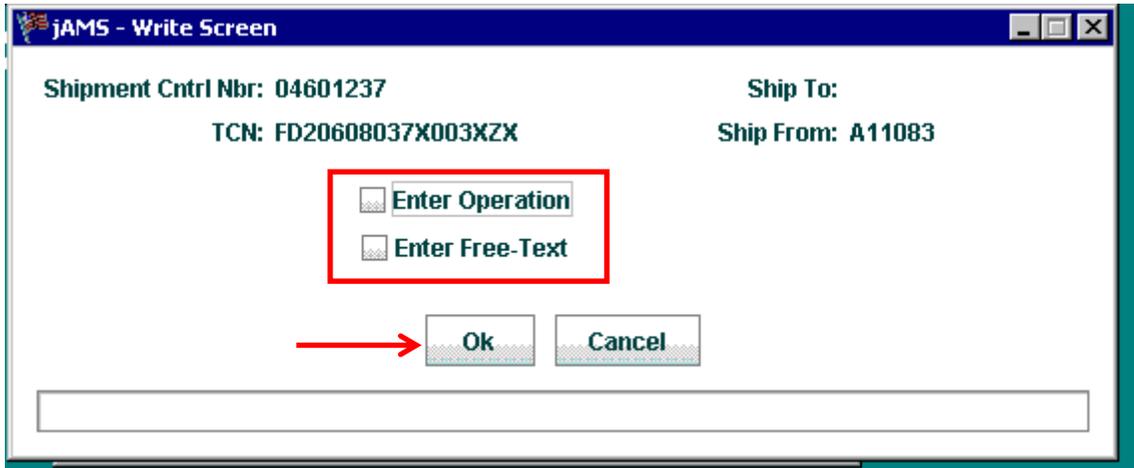


jAMS, Continued

Step 5

No check marks should be present in Enter Operation or Enter Free-Text.

Select “OK.”

**Step 6**

Scan barcode on RFID tag or manually input number from RFID tag.

Click “OK.”

**Step 7**

A message will appear asking which text format you want, select Data Rich.



jAMS, Continued

Step 8

You should receive confirmation that your tag was written. If you do not receive a confirmation, but an error message, re-insert the batteries and re-scan the RFID tag number.

Log off computer; do not just remove your CAC card.

Proceed to complete the RF Tag paperwork:

1. Write RFID TAG NUMBER on top center of TCMD.
2. Make copies of TCMD. Containers require 4 copies (stapled) plus the original. – Staple original copy for folder.

Step 9

Scan TCMD and save pdf to Working Folder.

Save the FEDEX label as a pdf to the Working Folder.

Add the documents above from the Working Folder to the appropriate portfolio.

Creating Vendor Package

Steps for creating a vendor package

Follow the steps below for creating a vendor package.

Step	Action
1	<p>Package slip envelope.</p> <p>Annotate container number and RFID tag number on package slip envelope.</p> <p>Place two copies of TCMD into packing slip envelope.</p>
2	<p>Annotate container number, RFID tag number, and bolt seal number on outside of large plastic zip lock vendor package bag.</p>
3	<p>Place the following inside the large plastic zip lock vendor package bag:</p> <ul style="list-style-type: none"> • Vendor Package Instruction sheet • Copies of TCMDs • Copies of military shipping labels • Package slip envelope • RFID tag • Bolt and seal set <ul style="list-style-type: none"> • Bolt and seal must come from the same box. • Do not mix seals and bolts from different boxes. They are not interchangeable. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Container RFID Bolt and Seal</p> </div> <div style="text-align: center;">  <p>RFID Tag</p> </div> </div>
4	<p>Wire and seal set (for Afghanistan only)</p> <div style="text-align: center;">  <p>Container wire and seal set for Afghanistan shipments only</p> </div>

Creating Vendor Package, Continued

Steps for creating a vendor package, continued

Follow the steps below for creating a vendor package.

Step	Action
5	Seal large plastic zip lock vendor package bag and put a rubber band around the bag.
6	Place Vendor bag inside carrier shipping box.
7	Seal box.
8	Apply shipping label to shipping box. Save pdf to Working Folder. Ensure all previous labels and barcodes are covered or removed from recycled shipping boxes.
9	Place box on cart for carrier pickup.
10	Close out folder.

List of Ultimate Consignee POCs

List of Ultimate “Consignees

A list of ultimate consignee POCs are listed below.

UY0318 - HRDC AND SD0417 - KABUL – NDN VIA RIGA

NATA LOZNIKOVA – SUPREME LOGISTICS

PHONE – 37167267755

CELL - +371-29145616 FAX: +371-67267706

NATA.LOZNIKOVA@SUPREME-GROUP.NET

SD0417 – KABUL VIA PACKGLOC

PAUL SPELLACY – SUPREME LOGISTICS

PHONE – 930705139480

PAUL.SPELLACY@SUPREME-GROUP.NET

UY0318 – HRDC VIA PAKGLOC

PAUL IMPLETON – SUPREME FOODSERVICE GMBH

PHONE – 930796459526

PAUL.IMPLETON@SUPREME-GROUP.NET

UY1013, UY1009 - BMMI

RAHIL SHAIKH – BMMI

PHONE – 97317739478 CELL – 97339401145

RAHIL@BMMI.COM.BH

GILBERT VINCENT – BMMI

PHONE – 97317739478 CELL – 97317735030

GVINCENT@BMMI.COM.BH

UY0310 – TWI (THEODOR WILLIE INTERTRADE)

PAUL CURRAN – TWI

PHONE – 4969905068000

PAUL.CURRAN@TWIPV.COM

UY0327, UY0328, UY0331 – ANHAM

TERRI VALLES – ANHAM

PHONE – 2099832454

TERRI.VALLES@CPFD.COM

UY1010, SD0334 – SEVEN SEAS SHIPCHANDLERS

DEEPU EAPEN – SEVEN SEAS SHIPCHANDLERS (UNITED ARAB EMIRATES)

PHONE – 97148033270 CELL – 971505596584

DEEPU.EAPEN@SEVENSEASGROUP.COM

List of Ultimate Consignee POCs, Continued

List of Ultimate “Consignees

A list of ultimate consignee POCs are listed below.

PRAVEEN NR – SEVEN SEAS SHIPCHANDLERS (UNITED ARAB EMERATES)
PHONE – 97148033274 CELL – 971508081556
PRAVEEN.N@SEVENSEASGROUP.COM

DLA DISTRIBUTION
DELIVERY@DLA.MIL
18004565507

SEVEN SEAS SHIPCHANDLERS, LLC (DJIBOUTI, SD0334)
Ahmed Faraz
Ahmed.faraz@sevensesgroup.com
(requested a phone number, will provide asap)

BMMI (UY1009, UY1013)
Rahil Shaikh
rahil@bmmi.com.bh
TEL: 973 1773 9478
MOB: 973 3940 1145

Gilbert Vincent
Gvincent@bmmi.com.bh
TEL: 973 1773 9478
MOB: 973 1773 5030

USFI FOODS (UY0803, SD0357)
Jae Ho Seo
jhseo@usfifoods.com
(requested a phone number, will provide asap)

Water Commodity Codes

Code	Description
099	Dunnage and lashing DUNLSH DUNNAGE AND LASHING GEAR (NONREVENUE)
100	Reefer cargo, chill (above32 Degrees) BUTTER BUTTER AND MARGARINE
101	Reefer cargo, chill (above32 Degrees) BAKERY BAKERY PRODUCTS
102	Reefer cargo, chill (above32 Degrees) BEEFCL BEEF, BOXED OR CARCASS
103	Reefer cargo, chill (above32 Degrees) CDYCHI CANDY OR CONFECTIONARY
105	Reefer cargo, chill (above32 Degrees) CHEESE CHEESE
106	Reefer cargo, chill (above32 Degrees) CONCHL CONDIMENTS
107	Reefer cargo, chill (above32 Degrees) EGGCHL EGGS
108	Reefer cargo, chill (above32 Degrees) DAIRY DAIRY PRODUCTS
109	Reefer cargo, chill (above32 Degrees) POUCHL POULTRY AND PARTS, CHILL
10X	Reefer cargo, chill (above32 Degrees) N/A CHILL, CONSOLIDATED
110	Reefer cargo, chill (above32 Degrees) FISHCHL FISH
111	Reefer cargo, chill (above32 Degrees) PORCHL PORK AND PARTS, CHILL
115	Reefer cargo, chill (above32 Degrees) FRUCHL FRUIT
116	Reefer cargo, chill (above32 Degrees) BEERCH BEER/SUBSISTENCE
117	Reefer cargo, chill (above32 Degrees) JUICES JUICES
118	Reefer cargo, chill (above32 Degrees) LARCHL LARD AND SHORTENING
11X	Reefer cargo, chill (above32 Degrees) DUALTP CHILL, CONSOLIDATED
120	Reefer cargo, chill (above32 Degrees) MLKCHL MILK
121	Reefer cargo, chill (above32 Degrees) CNDYCH CANDY/SUBSISTENCE
125	Reefer cargo, chill (above32 Degrees) VEGCHL VEGETABLES
126	Reefer cargo, chill (above32 Degrees) LETCHL LETTUCE
129	Reefer cargo, chill (above32 Degrees) YSTCHL YEAST
131	Reefer cargo, chill (above32 Degrees) BAT400 BATTERIES, TEMPERATURE CONTROLLED 0 TO 40 DEGREES
141	Reefer cargo, chill (above32 Degrees) MS3542 MEDICAL SUPPLIES, TEMPERATURE CONTROLLED 35 TO 41 DEGREES
142	Reefer cargo, chill (above32 Degrees) MS3545 MEDICAL SUPPLIES, TEMPERATURE CONTROLLED 35 TO 45 DEGREES
143	Reefer cargo, chill (above32 Degrees) MS5070 MEDICAL SUPPLIES, TEMPERATURE CONTROLLED 35 TO 70 DEGREES
144	Reefer cargo, chill (above32 Degrees) MS5080 MEDICAL SUPPLIES, TEMPERATURE CONTROLLED 50 TO 80 DEGREES
150	Reefer cargo, freeze (below 32 Degrees) BKYFRZ BAKERY PRODUCTS
151	Reefer cargo, freeze (below 32 Degrees) BUTFRZ BUTTER AND MARGARINE
152	Reefer cargo, freeze (below 32 Degrees) BEEFFZ BEEF, BOXED OR CARCASS
153	Reefer cargo, freeze (below 32 Degrees) DESFZ DESSERT TOPPING
155	Reefer cargo, freeze (below 32 Degrees) FSHFRZ FISH
160	Reefer cargo, freeze (below 32 Degrees) FRUFRZ FRUITS
165	Reefer cargo, freeze (below 32 Degrees) ICECRM ICE CREAM
170	Reefer cargo, freeze (below 32 Degrees) JUCFRZ JUICE CONCENTRATES
175	Reefer cargo, freeze (below 32 Degrees) MLSFRZ MEALS, PREPARED

Water Commodity Codes, Continued

Code	Description
176	Reefer cargo, freeze (below 32 Degrees) MLSRMB MEALS, PREPARED, RED MEAT BASE
177	Reefer cargo, freeze (below 32 Degrees) MLSPKB MEALS, PREPARED, PORK BASE
178	Reefer cargo, freeze (below 32 Degrees) MLSPOB MEALS, PREPARED, POULTRY BASE
179	Reefer cargo, freeze (below 32 Degrees) MLSSFBS MEALS, PREPARED, SEAFOOD BASE
180	Reefer cargo, freeze (below 32 Degrees) MTFFRZ MEATS, RED (FRESH)
181	Reefer cargo, freeze (below 32 Degrees) MTSCKD MEATS, RED (COOKED)
182	Reefer cargo, freeze (below 32 Degrees) PORKFZ PORK (FRESH)
183	Reefer cargo, freeze (below 32 Degrees) PORKCK PORK (COOKED)
184	Reefer cargo, freeze (below 32 Degrees) MTSCUT MEATS, COLDCUTS
185	Reefer cargo, freeze (below 32 Degrees) POLCKD POULTRY AND PARTS (COOKED)
186	Reefer cargo, freeze (below 32 Degrees) POLFRZ POULTRY AND PARTS (FRESH)
187	Reefer cargo, freeze (below 32 Degrees) SHFFRZ SHELLFISH
188	Reefer cargo, freeze (below 32 Degrees) MLKFRZ MILK
189	Reefer cargo, freeze (below 32 Degrees) VEGFRZ VEGETABLE
19X	Reefer cargo, freeze (below 32 Degrees) N/A FREEZE, CONSOLIDATED
210	Bulk cargo, unpackaged, dry or liquid, except POL ASPHLT ASPHALT
220	Bulk cargo, unpackaged, dry or liquid, except POL CEMENT CEMENT
230	Bulk cargo, unpackaged, dry or liquid, except POL COAL COAL, OTHER THAN ANTHRACITE OR BITUMINOUS
231	Bulk cargo, unpackaged, dry or liquid, except POL COKE COKE (COAL PRODUCT), OTHER THAN ANTHRACITE OR BITUMINOUS
232	Bulk cargo, unpackaged, dry or liquid, except POL COALA COAL, ANTHRACITE
233	Bulk cargo, unpackaged, dry or liquid, except POL COALB COAL, BITUMINOUS
240	Bulk cargo, unpackaged, dry or liquid, except POL FERTLZ FERTILIZER
241	Bulk cargo, unpackaged, dry or liquid, except POL DEICER DE-ICER, GRANULAR ICE MELTING PELLETS, GENERAL CARGO
245	Bulk cargo, unpackaged, dry or liquid, except POL WATMAT WATER ABSORPTION MATERIALS, FILL DIRT
250	Bulk cargo, unpackaged, dry or liquid, except POL GRNHVY GRAIN, HEAVY
260	Bulk cargo, unpackaged, dry or liquid, except POL GRNLT GRAIN, LIGHT
270	Bulk cargo, unpackaged, dry or liquid, except POL OILSED OIL, EDIBLE
280	Bulk cargo, unpackaged, dry or liquid, except POL ORE ORE
300	Privately owned vehicles (POVS) YRMAKE AUTOMOBILES, SPACE AVAILABLE (NOTE 1 and 2)
310	Privately owned vehicles (POVS) YRMAKE MOTORCYCLES, SPACE AVAILABLE (NOTE 1 and 2)
320	Privately owned vehicles (POVS) YRMAKE AUTOMOBILES, SPACE REQUIRED (NOTE 2)

Water Commodity Codes, Continued

Code	Description
330	Privately owned vehicles (POVS) YRMAKE VANS AND PICKUPS, SPACE AVAILABLE (NOTE 1 and 2)
340	Privately owned vehicles (POVS) YRMAKE MOTORCYCLES, SPACE REQUIRED (NOTE 2)
350	Privately owned vehicles (POVS) YRMAKE VANS AND PICKUPS, SPACE REQUIRED (NOTE 2)
351	Privately owned vehicles (POVS) YRMAKE HOUSETRAILERS, SPACE REQUIRED (NOTE 2)
352	Privately owned vehicles (POVS) YRMAKE RECREATIONAL VEHICLES, SPACE REQUIRED (NOTE 2)
360	Baggage BGHDAC BAGGAGE, HOLD, ACCOMPANIED
370	Baggage BGHDUN BAGGAGE, HOLD, UNACCOMPANIED
380	Baggage BGPRI BAGGAGE, PRI-BAG
390	HHGs HHGGOV HHG, GOVERNMENT CONTAINER METHOD
391	HHGs HHGOTH HHG, OTHER THAN LISTED IN THIS SERIES
392	HHGs HHGTB2 HHG, TGBL, MODE 2
395	HHGs HHGTB5 HHG, TGBL, MODE 5
396	HHGs HHGSTK HHG, TGBL, ENTERING THE DTS DURING A STRIKE PERIOD
400	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste FUZDET DETONATING FUZES (ICC CLASS C), MECHANICAL TIME FUZES, AND LIKE ITEMS (I)
401	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste BLKEXP BULK PROPELLANTS SUCH AS BALLISITE, CORDITE, FHN, NH AND NC POWDER "MADEUP BAG CHARGES" IN OUTSIDE SHIPPING CONTAINER (II-A)
402	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste SKLPOW FIXED AMMUNITION WITHOUT EXPLOSIVE PROJECTILES AND LIKE ITEMS (II-B)
403	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste FIREWK PYROTECHNIC (FIREWORKS) (II-C)
404	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CMLWP CHEMICAL AMMUNITION OTHER THAN LISTED BELOW (II-D)
405	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CMLHC CHEMICAL AMMUNITION (HC FILLED), SOLID (II-E)
406	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CMLFS CHEMICAL AMMUNITION (FS OR FM FILLED), SMOKE, LIQUID (II-F)
407	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CMLGEL CHEMICAL AMMUNITION (IM, NP OR PT FILLED), INCENDIARY COMPOSITION (OIL GEL) (II-G)
408	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CMLWAC CHEMICAL AMMUNITION (WATER ACTIVATED) (II-H)

Water Commodity Codes, Continued

Code	Description
409	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CMLTH CHEMICAL AMMUNITION (TH FILLED), INCENDIARY COMPOSITION (SOLID) (II-J)
40X	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste N/A CONSOLIDATION OF AMMUNITION AND EXPLOSIVE ITEMS IN SEAVANS OR MILVANS (USED ONLY IN DI TEX ENTRIES)
411	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste FUXPD FUZES, PD WITHOUT BOOSTER; AT MINE FUZES (NONCHEMICAL) WITHOUT BOOSTER FUZES, BOMB TAIL WITHOUT BOOSTER, FUZES, TRACER; PRIMER; PRIMER DETONATORS; ETC. (III)
412	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste FXAMEX FIXED AND SEMI-FIXED AMMUNITION WITH EXPLOSIVE LOADED PROJECTILE (IV)
414	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste SHLEXD SEPARATE LOADING PROJECTILES FILLED WITH EXPLOSIVES "D" (V)
415	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste BDFUZ BD FUZES; PD FUZES WITH BOOSER; BOMB FUZES WITH BOOSTER; ROCKET FUZES WITH BOOSTER; LIKE ITEMS (VI)
416	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste SHLHE SEPARATE LOADING PROJECTILES (FILLED WITH HE), OTHER THAN EXPLOSIVE "D" (VII)
417	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CAPFUZ BLASTING CAPS, DETONATORS, AT MINE FUZES (CHEMICAL), ETC. (VIII)
420	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste EXPBLK EXPLOSIVES, IN BULK, SUCH AS BLACK POWDER, PROPELLANT EXPLOSIVES FOR SMALL ARMS, ETC (IX)
421	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste HIEXPL HIGH EXPLOSIVES, SUCH AS DYNAMITE, TNT, DEMOLITION BLOCKS (IX-B)
422	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste PREXBK INITIATING AND PRIMING EXPLOSIVES (IN BULK) (IX-C)
423	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste EXBOMB EXPLOSIVE BOMBS, MINES, TORPEDOES, ETC. (X-A)
425	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste EXBMFZ EXPLOSIVE BOMBS, MINES, TORPEDOES, ETC., PACKED WITH FUZE IN INTEGRAL PACKAGE (X-B)

Water Commodity Codes, Continued

Code	Description
427	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste MSLSHE GUIDED MISSILES WITH SOLID PROPELLANT MOTORS, PACKED WITH OR WITHOUT WARHEAD (X-C)
428	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste MSLLHE GUIDED MISSILES WITH LIQUID PROPELLANT MOTORS, PACKED WITH HE WARHEAD (X-D)
429	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste RKTENG ROCKET ENGINE, LIQUID (X-E) 430 Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CMLXXX CHEMICAL AMMUNITION, LETHAL (XI-A)
431	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste CMLNON CHEMICAL AMMUNITION, NONLETHAL (XI-B)
432	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste FULMSL FUELS, IN CONTAINERS, FOR GUIDED MISSILES AND ROCKETS (XI-C)
433	Ammunition, explosives, and other hazardous items; except small arms ammunition and radioactive waste OXMSL OXIDIZERS, IN CONTAINERS, FOR GUIDED MISSILES AND ROCKETS (XI-D)
434	Oxidizing Material OXIDZR OXIDIZER,HYDRATED
435	Oxidizing Material OXIDZR OXIDIZER,DRY
450	Acids ACIDLC ACIDS, LIQUID, CORROSIVE
451	Radioactive devices, materiel, and waste RDARTC RADIOACTIVE MATERIAL, EXCEPTED PACKAGE-ARTICLES MANUFACTURED FROM NATURAL URANIUM OR DEPLETED URANIUM OR NATURAL THORIUM
452	Radioactive devices, materiel, and waste RDEMPT RADIOACTIVE MATERIAL, EXCEPTED PACKAGE-EMPTY PACKAGING
453	Radioactive devices, materiel, and waste RDINST RADIOACTIVE MATERIAL, EXCEPTED PACKAGE-INSTRUMENTS OR ARTICLES. RADIOACTIVE MATERIAL, EXCEPTED PACKAGE-LIMITED QUANTITY OF MATERIAL
454	Radioactive devices, materiel, and waste RDLSA1 RADIOACTIVE MATERIAL, LOW SPECIFIC ACTIVITY (LSA-I) NON FISSILE OR FISSILE-EXCEPTED
455	Radioactive devices, materiel, and waste RDLSA2 RADIOACTIVE MATERIAL, LOW SPECIFIC ACTIVITY (LSA-II) NON FISSILE OR FISSILE-EXCEPTED
456	Radioactive devices, materiel, and waste RDLSA3 RADIOACTIVE MATERIAL, LOW SPECIFIC ACTIVITY (LSA-III) NON FISSILE OR FISSILE-EXCEPTED
457	Radioactive devices, materiel, and waste RDSCO1 RADIOACTIVE MATERIAL, SURFACE CONTAMINATED OBJECTS (SCO-1 OR SCO-II) NON-FISSILE OR FISSILE-EXCEPTED

Water Commodity Codes, Continued

Code	Description
458	Radioactive devices, materiel, and waste RDNONF RADIOACTIVE MATERIAL, TRANSPORTED UNDER SPECIAL ARRANGEMENT, NON-FISSILE OR FISSILE EXCEPTED
459	Radioactive devices, materiel, and waste RDTRAN RADIOACTIVE MATERIAL, TRANSPORTED UNDER SPECIAL ARRANGEMENT, FISSILE
460	Radioactive devices, materiel, and waste RADNON RADIOACTIVE MATERIAL, TYPE A PACKAGE,FISSILE NON-SPECIAL FORM
461	Radioactive devices, materiel, and waste RDPACK RADIOACTIVE MATERIAL, TYPE A PACKAGE, NON-SPECIAL FORM, NON-FISSILE OR FISSILE EXCEPTED
462	Radioactive devices, materiel, and waste RDSPEC RADIOACTIVE MATERIAL, TYPE A PACKAGE, SPECIAL FORM, NON-FISSILE OR FISSILE EXCEPTED
463	Radioactive devices, materiel, and waste RDFISL RADIOACTIVE MATERIAL, TYPE A PACKAGE, SPECIAL FORM, FISSILE
464	Radioactive devices, materiel, and waste RDBMPK RADIOACTIVE MATERIAL, TYPE B(M) PACKAGE, FISSILE
465	Radioactive devices, materiel, and waste RDMNON RADIOACTIVE MATERIAL, TYPE B(M) PACKAGE, NON-FISSILE OR FISSILE-EXCEPTED
466	Radioactive devices, materiel, and waste RDPKFS RADIOACTIVE MATERIAL, TYPE B(U) PACKAGE, FISSILE
467	Radioactive devices, materiel, and waste RDFSLE RADIOACTIVE MATERIAL, TYPE B(U) PACKAGE, NON-FISSILE OR FISSILE-EXCEPTED
468	Radioactive devices, materiel, and waste RDEXCP RADIOACTIVE MATERIAL, URANIUM HEXAFLUORIDE NON-FISSILE OR FISSILE-EXCEPTED
469	Radioactive devices, materiel, and waste RDURHX RADIOACTIVE MATERIAL, URANIUM HEXAFLUORIDE, FISSILE
490	Radioactive devices, materiel, and waste WSTRAC WASTE, RADIOACTIVE, IN METAL DRUMS
491	Radioactive devices, materiel, and waste RDNOS RADIOACTIVE DEVICE
492	Radioactive devices, materiel, and waste RMFNOS RADIOACTIVE MATERIEL
493	Radioactive devices, materiel, and waste RMLSAN RADIOACTIVE MATERIEL, LOW SPECIFIC ACTIVITY (LSA)
494	Radioactive devices, materiel, and waste RMNOS RADIOACTIVE MATERIEL
495	Radioactive devices, materiel, and waste RMLQN RADIOACTIVE MATERIEL, LIMITED QUANTITY
496	Radioactive devices, materiel, and waste RMSFN RADIOACTIVE MATERIEL, SPECIAL FORM
501	Subsistence (other than chill or freeze) BKGDS BAKERY GOODS
502	Subsistence (other than chill or freeze) BNSBAG BEANS, DRIED, IN BAGS
503	Subsistence (other than chill or freeze) BEER BEER

Water Commodity Codes, Continued

Code	Description
504	Subsistence (other than chill or freeze) BEVGLS BEVERAGES, NONALCOHOLIC, IN GLASS
505	Subsistence (other than chill or freeze) BEVTNS BEVERAGES, NONALCOHOLIC, IN TINS
506	Subsistence (other than chill or freeze) BEVOTH BEVERAGES, NONALCOHOLIC, IN OTHER THAN GLASS OR TIN
507	Subsistence (other than chill or freeze) BSCUTS BISCUITS
508	Subsistence (other than chill or freeze) CANDY CANDY AND CONFECTIONERY
509	Subsistence (other than chill or freeze) CANNOS CANNED GOODS
50A	Subsistence (other than chill or freeze) ANMLFD ANIMAL FOOD
50B	Subsistence (other than chill or freeze) BOTWAT BOTTLED WATER
50C	Subsistence (other than chill or freeze) WATBLD WATER BLADDERS
50X	Subsistence (other than chill or freeze) SUBCON SUBSISTENCE, CONSOLIDATED
510	Subsistence (other than chill or freeze) CERLDY CEREALS, READY TO EAT
511	Subsistence (other than chill or freeze) CERLCK CEREALS REQUIRING COOKING
512	Subsistence (other than chill or freeze) COFFEE COFFEE, ROASTED
513	Subsistence (other than chill or freeze) CONMTS CONDIMENTS, SNACKS & RELATED PRODUCTS
514	Subsistence (other than chill or freeze) CRAKER CRACKERS
515	Subsistence (other than chill or freeze) FLRPKG FLOUR, PREPARED, IN PACKAGES
516	Subsistence (other than chill or freeze) FLRBAG FLOUR, WHEAT, IN BAGS OR BALES
517	Subsistence (other than chill or freeze) GUMCHE GUM, CHEWING
518	Subsistence (other than chill or freeze) LIQUOR LIQUOR
519	Subsistence (other than chill or freeze) EVPMLK MILK, EVAPORATED OR CONDENSED, IN TINS OR CANS
51A	Subsistence (other than chill or freeze) MLCMBT MEALS, COMBAT
51B	Subsistence (other than chill or freeze) MRE MEAL, READY-TO-EAT (MRE)
51D	Subsistence (other than chill or freeze) DESPRP DESSERT PREPARATIONS
51E	Subsistence (other than chill or freeze) FPXFLT FOOD PACKETS, IN FLIGHT
51F	Subsistence (other than chill or freeze) OILFAT FOOD OILS AND FAT
51G	Subsistence (other than chill or freeze) JAMJEL JAMS, JELLIES, PRESERVES
51H	Subsistence (other than chill or freeze) MTSGLS MEATS, IN GLASS
51J	Subsistence (other than chill or freeze) SUNTI SUNDRY PACK, TYPE I
51K	Subsistence (other than chill or freeze) SUNTII SUNDRY PACK, TYPE II
51N	Subsistence (other than chill or freeze) FPKPAT FOOD PACKETS, LONG RANGE PATROL
51P	Subsistence (other than chill or freeze) JUCGLS JUICE, IN GLASS
51Q	Subsistence (other than chill or freeze) JUCCON JUICE, IN CONTAINERS, OTHER THAN GLASS

Water Commodity Codes, Continued

Code	Description
51R	Subsistence (other than chill or freeze) MLKPWD MILK OR CREAM, POWDERED
51S	Subsistence (other than chill or freeze) CHEPDS CHEESE AND CHEESE PRODUCTS, DRIED OR DEHYDRATED
51T	Subsistence (other than chill or freeze) FRUDRY FRUITS, DRIED OR DEHYDRATED
51U	Subsistence (other than chill or freeze) WHFLPD WHEAT AND FLOUR PRODUCTS (MACARONI, SPAGHETTI, ETC.)
51V	Subsistence (other than chill or freeze) FPKSUR FOOD PACKETS, SURVIVAL
51W	Subsistence (other than chill or freeze) FRUGLS FRUIT, IN GLASS
520	Subsistence (other than chill or freeze) PINAPL PINEAPPLE, CANNED
521	Subsistence (other than chill or freeze) RICE RICE
522	Subsistence (other than chill or freeze) SALT SALT, COMMON
523	Subsistence (other than chill or freeze) SUGAR SUGAR, REFINED
524	Subsistence (other than chill or freeze) CANVEG CANNED VEGETABLES
525	Subsistence (other than chill or freeze) CANFRT CANNED FRUIT
526	Subsistence (other than chill or freeze) CANMTS CANNED MEATS, OTHER THAN CHILL OR FREEZE
527	Subsistence (other than chill or freeze) CANJUC CANNED JUICE, OTHER THAN CHILL OR FREEZE
528	Subsistence (other than chill or freeze) CANSUP CANNED SOUPS, OTHER THAN CHILL OR FREEZE
529	Subsistence (other than chill or freeze) FISHPD FISH AND FISH PRODUCTS, ALL TYPES, OTHER THAN CHILL OR FREEZE
52C	Subsistence (other than chill or freeze) VEGPKG VEGETABLES, IN GLASS
52D	Subsistence (other than chill or freeze) SYUPDS SYRUP PRODUCTS INCLUDING HONEY, MOLASSES
52E	Subsistence (other than chill or freeze) VEGDRY VEGETABLES, DRIED OR DEHYDRATED
530	Drugs and sundries (not requiring temperature control) ALCOHL ALCOHOL, GRAIN OR WOOD, NOT FOR HUMAN CONSUMPTION
531	Drugs and sundries (not requiring temperature control) DNTNOS DENTAL GOODS
532	Drugs and sundries (not requiring temperature control) DRUGS DRUGS AND MEDICINES EXCLUDING PENICILLIN, SULPHA, SERUMS, VACCINES, AND VITAMINS
533	Drugs and sundries (not requiring temperature control) ETHER ETHER OR CHLOROFORM
534	Drugs and sundries (not requiring temperature control) MEDNOS MEDICAL SUPPLIES
535	Drugs and sundries (not requiring temperature control) SANPDS SANITARY PADS, AND ACCESSORIES
536	Drugs and sundries (not requiring temperature control) PAPTLT PAPER, TOILET
537	Drugs and sundries (not requiring temperature control) PENCLN PENICILLIN
539	Drugs and sundries (not requiring temperature control) RAZBLD RAZOR BLADES AND SHARPENERS

Water Commodity Codes, Continued

Code	Description
540	Drugs and sundries (not requiring temperature control) SERUMS SERUMS AND VACCINES
541	Drugs and sundries (not requiring temperature control) SODCLO SODIUM CHLORATE
542	Drugs and sundries (not requiring temperature control) SODPRX SODIUM PEROXIDE
543	Drugs and sundries (not requiring temperature control) TLTNOS TOILET PREPARATIONS
544	Drugs and sundries (not requiring temperature control) VTAMNS VITAMINS
552	Lumber and logs (less than 35 feet) LOGTRT LOGS, POLES AND PILINGS, TREATED (SEE 832)
553	Lumber and logs (less than 35 feet) LOGUTR LOGS, POLES AND PILINGS, UNTREATED (SEE 835)
556	Lumber and logs (less than 35 feet) LMTRTH LUMBER, TREATED, HARDWOOD (SEE 841)
557	Lumber and logs (less than 35 feet) LMTRTS LUMBER, TREATED, SOFTWOOD (SEE 844)
558	Lumber and logs (less than 35 feet) LMUNTH LUMBER, UNTREATED, HARDWOOD (SEE 847)
559	Lumber and logs (less than 35 feet) LMUNTS LUMBER, UNTREATED, SOFTWOOD (SEE 850)
560	Lumber and logs (less than 35 feet) PLYWD PLYWOOD
561	Lumber and logs (less than 35 feet) WALBRD WALLBOARD
570	Metal products (less than 35 feet) DRMMTY BARRELS AND METAL DRUMS, 10-14 FT, EMPTY, OTHER THAN POL CONTAINERS
571	Metal products (less than 35 feet) IRNSHT IRON SHEET
572	Metal products (less than 35 feet) IRNBAR IRON OR STEEL BARS (SEE 882)
573	Metal products (less than 35 feet) BLTSNT BOLTS OR NUTS (IRON OR STEEL)
574	Metal products (less than 35 feet) IRNNOS IRON OR STEEL, STRUCTURAL (SEE 825)
575	Metal products (less than 35 feet) NAILS NAILS, IRON OR STEEL
576	Metal products (less than 35 feet) METNOS METAL AND METAL PRODUCTS
578	Metal products (less than 35 feet) TRACSP TRACTOR TREADS OR STREET PLATES
579	Metal products (less than 35 feet) STLSPR STEEL SPRINGS
580	Vehicle parts ANTIFZ ANTIFREEZE
581	Vehicle parts AUTOPT AUTOMOBILE PARTS, NEW
582	Vehicle parts BATTERY BATTERIES AND PARTS (SEE 131)
583	Vehicle parts SPKPLG SPARK PLUGS
584	Vehicle parts TIRES TIRES AND TUBES, PNEUMATIC, OTHER THAN AIRCRAFT
585	Vehicle parts AUTOAC VEHICLE AND AUTO SUPPLIES

Water Commodity Codes, Continued

Code	Description
586	Vehicle parts VEHPTS VEHICLE PARTS, OTHER THAN AUTOMOBILE
590	Machinery and parts (less than 35 feet) GENATR GENERATORS AND PARTS
593	Machinery and parts (less than 35 feet) MOTORS MOTORS AND PARTS
594	Machinery and parts (less than 35 feet) PUMPS PUMPS AND PARTS
595	Machinery and parts (less than 35 feet) TRANSF TRANSFORMER
596	Machinery and parts (less than 35 feet) GASKET GASKETS
597	Machinery and parts (less than 35 feet) CLSHBU CLAMSHELL BUCKETS
598	Machinery and parts (less than 35 feet) DOZBLD BULLDOZER BLADE
599	Machinery and parts (less than 35 feet) BOOMS BOOMS (SEE 811)
5BB	Subsistence (other than chill or freeze) BRATSB B RATIONS, BREAKFAST, UNITIZED
5BD	Subsistence (other than chill or freeze) BRATSD B RATIONS, DINNER UNITIZED
5BH	Subsistence (other than chill or freeze) BRATSH B RATIONS, HOSPITAL
5GP	Subsistence (other than chill or freeze) GIFPKS GIFT PACKS
5MA	Subsistence (other than chill or freeze) MILKWH MILK, WHITE, LIQUID
5MB	Subsistence (other than chill or freeze) MILKCH MILK, CHOCOLATE, LIQUID
5MC	Subsistence (other than chill or freeze) MOREC MEAL, ORDERED READY-TO-EAT, CANDY
5ME	Subsistence (other than chill or freeze) MOREME MEAL, ORDERED READY-TO-EAT, MAIN ENTREE
5MF	Subsistence (other than chill or freeze) MOREF MEAL, ORDERED READY-TO-EAT, FRUIT
5MP	Subsistence (other than chill or freeze) MOREP MEAL, ORDERED READY-TO-EAT, PUDDING
5MS	Subsistence (other than chill or freeze) MORES MEAL, ORDERED READY-TO-EAT, SOUP
5MU	Subsistence (other than chill or freeze) MOREU MEAL, ORDERED READY-TO-EAT, UNITIZED
5PB	Subsistence (other than chill or freeze) POUBRD POUCH BREAD
5PD	Subsistence (other than chill or freeze) POWDNK POWDERED DRINKS
5PU	Subsistence (other than chill or freeze) PLAUTN PLASTIC UTENSILS (DINING PACKS)
5TB	Subsistence (other than chill or freeze) TRATSB T RATIONS, BREAKFAST
5TD	Subsistence (other than chill or freeze) TRATSD T RATIONS, DINNER
600	POL items, other than bulk GASKET GASOLINE OR JET FUEL
601	POL items, other than bulk KERSN KEROSENE, OTHER THAN JET FUEL
602	POL items, other than bulk DISFOL DISTILLATE FUEL OIL, INCLUDING DIESEL FUEL
603	POL items, other than bulk OIL PETROLEUM, LUBRICATING OR SIMILAR OILS
604	
	POL items, other than bulk LUBGRS PETROLEUM, LUBRICATING GREASE
605	POL items, other than bulk ASPHT ASPHALT PITCHES OR TARS

Water Commodity Codes, Continued

Code	Description
606	POL items, other than bulk ASPHBM ASPHALT PAVING BLOCKS OR MIXTURES
607	POL items, other than bulk POLDRM EMPTY POL DRUMS INCLUDING GASOLINE
608	POL items, other than bulk PLLNOS PETROLEUM PRODUCTS OR DERIVATIVES WITH FLASHPOINT OF 80 DEGREES OR LOWER
609	POL items, other than bulk PLHNOS PETROLEUM PRODUCTS OR DERIVATIVES WITH FLASHPOINT HIGHER THAN 80 DEGREES
60A	POL items, other than bulk FICEIH FUEL SYSTEM ICING INHIBITOR
60B	POL items, other than bulk FUELBD FUEL BLADDERS
610	Mail MAILFC MAIL, FIRST CLASS, OTHER THAN PARCEL POST
611	Mail MAILOT MAIL, OTHER THAN FIRST CLASS OR PARCEL POST
612	Mail MAILSK MAIL, SACKS (EMPTY), LOCKS, AND RELATED POSTAL EQUIPMENT
613	Mail PPOSAC PARCEL POST, SACKED
614	Mail PPOUNS PARCEL POST, UNSACKED
619	Acids ACIDCO ACIDS, LIQUIDS, and CORROSIVES/Non-hazardous
620	Paints and varnishes PAINT PAINT, IN INDIVIDUAL CONTAINERS LESS THAN 10 CUBIC FT
621	Paints and varnishes PNTOTH PAINT
622	Paints and varnishes SHELAC SHELLAC
623	Paints and varnishes VARNSH VARNISH
630	Chemicals INSECT INSECTICIDES, FUMIGANTS
631	Chemicals INTNOS INSECTICIDES
632	Chemicals WSTLIQ WASTE MATERIEL, LIQUID
633	Chemicals WSTOTH WASTE MATERIEL, OTHER THAN LIQUID
634	Chemicals CYLCMP CYLINDERS, COMPRESSED GAS, FILLED OR EMPTY
635	Chemicals CHEMCL CHEMICALS, OTHER THAN DRUGS OR SUNDRIES
639	Chemicals HERBSD HERBICIDES
642	Boats and boxed vehicles (less than 35 feet) BOATS BOATS (SEE 810)
643	Boats and boxed vehicles (less than 35 feet) VEHBXD VEHICLES, BOXED
650	Instruments and apparatus INDENT INSTRUMENTS, DENTAL
651	Instruments and apparatus INSURG INSTRUMENTS, MEDICAL AND SURGICAL
652	Instruments and apparatus INSCI INSTRUMENTS, SCIENTIFIC
653	Instruments and apparatus INNOS MUSICAL INSTRUMENTS
654	Instruments and apparatus TBXRAY TUBES, X-RAY
655	Instruments and apparatus ULTVIL ULTRAVIOLET RAY APPARATUS AND EQUIPMENT
656	Instruments and apparatus XRAYEQ X-RAY APPARATUS AND EQUIPMENT
657	Instruments and apparatus INSMET INSTRUMENTS, ELECTRIC METER
658	Instruments and apparatus ELEQUP ELECTRICAL APPLICANCES, SMALL
659	Instruments and apparatus ELEAPL ELECTRICAL APPLIANCES, LARGE

Water Commodity Codes, Continued

Code	Description
660	Construction materiel CEMCON CEMENT, CONSTRUCTION
661	Construction materiel ALUMAT ALUMINUM MATTING
662	Construction materiel STIMAT STEEL MATTING
663	Construction materiel CMPDIN COMPOUND, INSULATING
664	Construction materiel BARBWR BARBED WIRE
665	Construction materiel LIMAK LIME
670	Aircraft parts ACFTTK AIRCRAFT TANKS, WING AND BELLY
671	Aircraft parts AFTPTS AIRCRAFT PARTS, TO INCLUDE TEST/TOOL SETS AND EQUIPMENT (OTHER THAN ARMAMNET SYSTEMS)
672	Aircraft parts AENGFC AIRCRAFT ENGINE, PACKED IN FULL CAN
673	Aircraft parts AENGHC AIRCRAFT ENGINE, PACKED IN HALF CAN
674	Aircraft parts AENGDM AIRCRAFT ENGINE, DOLLY MOUNTED
675	Aircraft parts AENGBX AIRCRAFT ENGINE, BOXED
676	Aircraft parts TOWBAR TOWBAR, AIRCRAFT
677	Aircraft parts AGSEQP AVIATION GROUND SUPPORT EQUIPMENT
680	Small arms, small arms ammunition, and inert component parts of explosives/hazardous items AMMOSA AMMUNITION FOR SMALL ARMS
681	Small arms, small arms ammunition, and inert component parts of explosives/hazardous items WEAPON WEAPONS, SMALL ARMS UP TO AND INCLUDING 50 CALIBER
682	Small arms, small arms ammunition, and inert component parts of explosives/hazardous items WEAPRT WEAPONS PARTS, SMALL ARMS
683	Small arms, small arms ammunition, and inert component parts of explosives/hazardous items LAUNCH LAUNCHER, ROCKET/GRENADE, OTHER THAN SELF-PROPELLED
684	Small arms, small arms ammunition, and inert component parts of explosives/hazardous items MRIFLE MORTAR/RECOILLESS RIFLE, OTHER THAN SELF-PROPELLED
685	Small arms, small arms ammunition, and inert component parts of explosives/hazardous items WEPNOS WEAPON PARTS, OTHER THAN SMALL ARMS
686	Small arms, small arms ammunition, and inert component parts of explosives/hazardous items INERT INERT COMPONENT PARTS OF EXPLOSIVES/HAZARDOUS ITEMS
690	Empty containers CNXMTY GOVERNMENT OWNED CONTAINER EMPTY
691	Empty containers CONMTY CONTAINERS, OTHER THAN SEAVAN, MILVAN, EMPTY, WOOD OR METAL, CARRIED AS SPACE REQUIRED CARGO
692	Empty containers CONMSA CONTAINERS, OTHER THAN SEAVAN, MILVAN, EMPTY, WOOD OR METAL, CARRIED AS SPACE AVAILABLE CARGO
693	Empty containers VANMTY SEAVAN, MILVAN, EMPTY, CARRIED AS SPACE REQUIRED CARGO
694	Empty containers VANMSA SEAVAN, MILVAN, EMPTY, CARRIED AS SPACE AVAILABLE CARGO

Water Commodity Codes, Continued

Code	Description
695	Empty containers EFTSRD EMPTY TANK CONTAINERS WITH FUEL RESIDUE, CARRIED AS SPACE REQUIRED CARGO
696	Empty containers EFTSAV EMPTY TANK CONTAINERS WITH FUEL RESIDUE, CARRIED AS SPACE AVAILABLE CARGO
697	Specialized Transport Equipment CONOWN CUSTOMIZED/SPECIALIZED CONTAINERS (OWNER/OPERATED) INCLUDES ELECTRONIC SURVEY MATERIAL (COMPUTERS, MONITORS, UNDERWATER SURVEY EQUIPMENT/COMPONENTS)
698	Specialized Transport Equipment FLTOWN CUSTOMIZED/SPECIALIZED FLATTRACKS (OWNER-OPERATED) INCLUDES SUPPORT MATERIAL FOR SURVEY MATERIAL (WINCHES, ANCHORS, CHAIN, SURVEY EQUIPMENT/COMPONENTS)
701	Consumer Commodity Goods BOOKS BOOKS
702	Consumer Commodity Goods BOOTLE BOOTS AND SHOES, LEATHER
703	Consumer Commodity Goods BOOTRB BOOTS AND SHOES, RUBBER
704	Consumer Commodity Goods GLASS GLASS OR GLASS ITEMS
705	Consumer Commodity Goods CEMLIQ CEMENT, LIQUID
706	Consumer Commodity Goods CEMRUB CEMENT, RUBBER
707	Consumer Commodity Goods CIGRET CIGARETTES
708	Consumer Commodity Goods CIGARS CIGARS
709	Consumer Commodity Goods CLOTH CLOTHING, TEXTILES. REPAIR PARTS AND COMPONENTS
70B	Consumer Commodity Goods CHWTOB CHEWING TOBACCO
70C	Consumer Commodity Goods MATCH CIGARETTES, LIGHTERS, MATCHES, ASH TRAYS, ETC
70D	Consumer Commodity Goods CCORMD CONSUMER COMMODITY GOODS ORM-D (49 CFR)
70X	Consumer Commodity Goods N/A CONSOLIDATION OF DANGEROUS ARTICLES IN SEAVAN/MILVAN (USED ONLY IN DI TJ2 ENTRIES)
710	Consumer Commodity Goods DETERG DETERGENTS
711	Consumer Commodity Goods FOILAL FOIL, ALUMINUM
712	Consumer Commodity Goods FURNNF FURNITURE, NEW, OTHER THAN HHG
713	Consumer Commodity Goods HDWNOS METAL HARDWARE
714	Consumer Commodity Goods MATTRS MATTRESSES, PACKED
715	Consumer Commodity Goods MAGNEW MAGAZINES OR PERIODICALS, NEW
716	Consumer Commodity Goods FLMEXP MOTION PICTURE FILM, EXPOSED
717	Consumer Commodity Goods FLMUNX MOTION PICTURE FILM, UNEXPOSED
718	Consumer Commodity Goods TRNMAT TRAINING MATERIEL
719	Consumer Commodity Goods PAPNAP PAPER NAPKINS
720	Consumer Commodity Goods PAPTWL PAPER TOWELS
721	Consumer Commodity Goods PAPER PAPER, OTHER THAN NAPKINS OR TOWELS

Water Commodity Codes, Continued

Code	Description
722	Consumer Commodity Goods PARACH PARACHUTES
723	Consumer Commodity Goods RADPTS RADIO PARTS, BATTERIES AND EQUIPMENT, EXCLUDING TUBES PACKED SEPARATELY
724	Consumer Commodity Goods RADTBS RADIO TUBES, PACKED SEPARATELY
725	Consumer Commodity Goods REFRIG REFRIGERATORS
726	Consumer Commodity Goods SCRPSA SCRAP AND SALVAGE, SPACE AVAILABILITY
727	Consumer Commodity Goods SCRPSR SCRAP AND SALVAGE, SPACE REQUIRED
728	Consumer Commodity Goods SOAPS SOAPS, OTHER THAN DETERGENT
729	Consumer Commodity Goods SPTGDS SPORTING GOODS
72A	Consumer Commodity Goods ORDEQP ORDANCE TEST/TOOL SETS AND EQUIPMENT
72B	Consumer Commodity Goods TMDE TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE). REPAIR PARTS AND COMPONENTS.
72C	Consumer Commodity Goods VEHPRT TACTICAL VEHICLES. REPAIR PARTS,PARTS,COMPONENTS AND TEST/TOOL SETS AND EQUIPMENT
72D	Consumer Commodity Goods COMPAR COMMUNICATIONS/ELECTRONICS,OTHER THAN SIGINT/EW OR COMSEC. REPAIR PARTS AND COMPONENTS
72E	Consumer Commodity Goods MHETST ENGINEER AND MATERIAL HANDLING EQUIPMENT,TEST/TOOL SETS AND EQUIPMENT
72F	Consumer Commodity Goods COMVEH COMBAT VEHICLES. REPAIR PARTS AND COMPONENTS
72G	Consumer Commodity Goods REPMAT SIGINT/EW AND INTELLIGENCE MATERIAL. REPAIR PARTS AND COMPONENTS
72H	Consumer Commodity Goods COMSEC COMSEC MATERIAL. REPAIR PARTS AND COMPONENTS
730	Consumer Commodity Goods STATON STATIONERY
731	Consumer Commodity Goods TOBSMK TOBACCO, SMOKING
732	Consumer Commodity Goods TLSPRT TOOLS, HAND AND PORTABLE, ELECTRIC
733	Consumer Commodity Goods TOYS TOYS
734	Consumer Commodity Goods OFFMCH OFFICE MACHINES (TYPEWRITERS, ADDING MACHINES, ETC.)
735	Consumer Commodity Goods WATCHS WATCHES AND PARTS
736	Consumer Commodity Goods PLMSUP PLUMBING SUPPLIES
737	Consumer Commodity Goods FORMS PRINTED FORMS
738	Consumer Commodity Goods COMEQP COMPUTING EQUIPMENT, COMPUTER COMPONENTS AND CIRCUIT CARDS
740	Consumer Commodity Goods TARPS TARPAULINS

Water Commodity Codes, Continued

Code	Description
741	Consumer Commodity Goods TRPQUP TROOP ISSUE CLOTHING
742	Consumer Commodity Goods BEARING BEARINGS
743	Consumer Commodity Goods ELECAB ELECTRICAL CABLE
744	Consumer Commodity Goods OPTIGD OPTICAL GOODS
745	Consumer Commodity Goods RELCAB REELS OF CABLE, OTHER THAN ELECTRICAL
746	Consumer Commodity Goods WELEQP WELDING EQUIPMENT AND SOLDERING SUPPLIES
747	Consumer Commodity Goods GUNSTK GUN STOCKS
748	Consumer Commodity Goods BRUSHD BRUSHES, OTHER THAN WIRE
749	Consumer Commodity Goods PFBHSU PREFABRICATED HOUSES, SET UP (SEE 856)
750	Consumer Commodity Goods PFBHKD PREFABRICATED HOUSES, KNOCKED DOWN (SEE 857)
751	Consumer Commodity Goods FORAGE FORAGE, HAY AND STRAW
752	Consumer Commodity Goods PRESTR PREFABRICATED STRUCTURES AND SCAFFOLDING
753	Consumer Commodity Goods HSRLPD HOUSEWARES AND RELATED PRODUCTS
754	Consumer Commodity Goods JWLRY JEWELRY
755	Consumer Commodity Goods LUGAGE LUGGAGE
756	Consumer Commodity Goods PHOTOP PHOTO EQUIPMENT AND SUPPLIES, OTHER THAN FILM OR PAPER (SEE 759)
757	Consumer Commodity Goods PCGDS PIECE GOODS, CLOTH
758	Consumer Commodity Goods RADTV RADIOS, TELEVISIONS, RECORD PLAYERS, TAPE RECORDERS (SEE 773 AND 774)
759	Consumer Commodity Goods FILMPA FILM AND PHOTO PAPER, OTHER THAN MOTION PICTURE (SEE 716 AND 717)
760	Consumer Commodity Goods STLTNK STEEL STORAGE TANKS AND PONTOONS (SEE 860)
761	Consumer Commodity Goods ELELMP ELECTRIC LAMPS
763	Consumer Commodity Goods BAGSAC BAGS, SACKS
764	Consumer Commodity Goods CLNSUP CLEANING SUPPLIES, OTHER THAN DETERGENTS AND SOAPS
765	Consumer Commodity Goods MATCHS MATCHES
766	Consumer Commodity Goods POLCMP POLISHING COMPOUND
767	Consumer Commodity Goods TABWRE TABLEWARE (PAPER, PLASTIC, OR WOOD)
768	Consumer Commodity Goods RAGCLM RAGS, CLEANING
769	Consumer Commodity Goods WIRECN WIRE, CONCERTINA (SEE 664)
770	Consumer Commodity Goods POLEPK POLE PICKETS
771	Consumer Commodity Goods SANDBG SAND BAGS
772	Consumer Commodity Goods FDEQUP FOOD SERVICE EQUIPMENT, (MKT), FIELD RANGES, VACUUM CANS, BEVERAGE CONTAINERS, ETC

Water Commodity Codes, Continued

Code	Description
773	Consumer Commodity Goods TACRAD MILITARY TACTICAL RADIOS (SEE 758)
774	Consumer Commodity Goods TACTEL MILITARY TACTICAL TELEPHONES AND TELETYPE
775	Consumer Commodity Goods ACARMT AIRCRAFT ARMAMENT SYSTEMS
776	Consumer Commodity Goods SHPGUN SHIPBOARD GUN MOUNTS
777	Consumer Commodity Goods AACGUN ANTIAIRCRAFT GUNS
778	Consumer Commodity Goods MISILE GUIDED MISSILE SYSTEMS AND COMPONENTS
779	Consumer Commodity Goods TRADAR MILITARY TACTICAL LAND BASED RADARS (SEE 812)
780	Consumer Commodity Goods MAREQP MARINE LIFESAVING AND DIVING EQUIPMENT
781	Consumer Commodity Goods FENCE FENCES, GATES AND COMPONENTS
782	Consumer Commodity Goods SHPMAT SHIPPING BOXES/CRATES/CUSHING MATL AND PALLETS
790	Antisubmarine equipment ASWNOS ANTISUBMARINE EQUIPMENT
791	Antisubmarine equipment ADBUOY BUOYS
792	Antisubmarine equipment ASNEW NETS
793	Antisubmarine equipment ASWEOP JACK STAYS, SHACKEL RINGS, ANCHORS, CHAINS
794	Fire Fighting Equipment FIRHOS FIRE FIGHTING HOSE
795	Fire Fighting Equipment FIRBKT FIRE FIGHTING BLANKET
796	Fire Fighting Equipment SAFEQP SAFETY AND RESCUE EQUIPMENT
801	Special cargo ACFTBX AIRCRAFT, BOXED
802	Special cargo ACFUBX AIRCRAFT, UNBOXED
804	Special cargo BOATCL BOATS, USA TRANSPORTATION CORPS CRAFT, LIFT (SEE 640)
807	Special cargo BOATCT BOATS, USA TRANSPORTATION CORPS CRAFT, TOW (SEE 641)
809	Special cargo SHIPSP SELF-PROPELLED SHIPS AND CRAFTS
810	Special cargo BOATS BOATS. REPAIR PARTS AND COMPONENTS
811	Special cargo BOOMS BOOMS, (SEE 599)
812	Special cargo TRADAR MILITARY TACTICAL LAND BASED RADARS (SEE 779)
813	Special cargo GNTNOS GUNS, HOWITZER, RECOILLESS RIFLE, UNBOXED, TRACKED
816	Special cargo TNWNOS GUNS, HOWITZER, RECOILLESS, UNBOXED, WHEELED
817	Special cargo GNTUBE GUN TUBES, OTHER THAN SMALL ARMS, LOOSE OR BOXED
821	Special cargo SUCGOP SUPERCARGOS AND OTHER PASSENGERS
822	Special cargo PAX Passenger
825	Special cargo IRNNOS IRON OR STEEL, STRUCTURAL

Water Commodity Codes, Continued

Code	Description
829	Special cargo LIFTRK LIFT TRUCKS (SEE 891)
832	Special cargo LOGTRT LOGS, POLES AND PILING, TREATED (SEE 552)
835	Special cargo LOGUTR LOGS, POLES AND PILING, UNTREATED (SEE 553)
841	Special cargo LMTRTH LUMBER, TREATED, HARDWOOD (SEE 556)
843	Special cargo RUBMAT RUBBER FABRICATED MATERIALS
844	Special cargo LMTRTS LUMBER, TREATED, SOFTWOOD, (SEE 557)
845	Special cargo PLAMAT PLASTICS FABRICATED MATERIALS, TO INCLUDE CONTAINERS,PALLETS,SHEETS AND OTHER PLASTIC MATERIAL
846	Special cargo FNOMAT FABRICATED NONMETALLIC MATERIALS
847	Special cargo LMUNTH LUMBER, UNTREATED, HARDWOOD (SEE 558)
850	Special cargo LMUNTS LUMBER, UNTREATED, SOFTWOOD (SEE 559)
856	Special cargo PFBHSU PREFABRICATED HOUSES, SET UP (SEE 749)
857	Special cargo PFBHKD PREFABRICATED HOUSES, KNOCKED DOWN (SEE 750)
858	Special cargo RRSTK RAILROAD ROLLING STOCK, SET UP
859	Special cargo PFBBLR PREFABRICATED BLEACHERS
860	Special cargo SLTNK STEEL STORAGE TANKS AND PONTOONS (SEE 760)
864	Special cargo TKCMBT TANKS, COMBAT
867	Special cargo VEHMIL VEHICLES, MILITARY AMBULANCES, BUSES, TRUCKS, NOT EXCEEDING 2-1/2 TON CAPACITY
870	Special cargo VEHMUT VEHICLES, MILITARY MUTTS (JEEPS)
873	Special cargo HLFTRK VEHICLES, MILITARY, HALF-TRACKED
876	Special cargo VHTRAK VEHICLES, MILITARY, TRACKED
877	Special cargo VHCOM MILITARY TRACKED VEHICLE COMPONENTS TO INCLUDE BLADES/PLOWS AND ROLLERS
879	Special cargo MILSED VEHICLES, MILITARY SEDAN
882	Special cargo VEHMLO VEHICLES, MILITARY TRUCKS, EXCEEDING 2-1/2 TON CAPACITY
885	Special cargo VEHRDC VEHICLES, MHE, ROAD CONSTRUCTION, REPAIR PARTS AND COMPONENTS
888	Special cargo ROROMT VEHICLES, ROROS, EMPTY
891	Special cargo VEHMHF VEHICLES, DESIGNED FOR MATERIELS HANDLING IN AND AROUND AIRFIELDS, TERMINALS, AND DEPOTS; INCLUDING TRUCKS, TRACTORS, TRAILERS, AND STACKERS (SEE 829)
892	Special cargo TRLRS TRAILERS AND SEMI-TRAILERS, NOT EXCEEDING 2 TON CAPACITY, SPECIAL CARGO
893	Special cargo TRLRS TRAILERS AND SEMI-TRAILERS, EXCEEDING 2 TON CAPACITY, SPECIAL CARGO
894	Special cargo VEHNOS VEHICLE, GOVERNMENT, INCLUDING REPAIR PARTS
901	Special cargo HUMRMS HUMAN REMAINS
902	Special cargo CASKET CASKETS AND BURIAL GOODS, ETC
903	Special cargo RELGDS ECCLESIASTICAL EQUIPMENT, RELIGIOUS GOODS, ALTARS, CROSSES, ETC

Status Codes

Status codes

Status Codes are listed in the table below.

Status Code	Status Code Description	Status Code Description Reason
A01	Awaiting Assisted Booking	Carrier Rules Override – Low Cost selected - Violation
A02	Awaiting Assisted Booking	Carrier Vessel Substitution
A03	Awaiting Assisted Booking	Container Lease Approval
A05	Awaiting Assisted Booking	MSC Foreign Flag Approval
A06	Awaiting Assisted Booking	CONUS Inland Rate Data Not Found
A07	Awaiting Assisted Booking	Offer Countered
A08	Awaiting Assisted Booking	Vessel Schedule Change
A09	Awaiting Assisted Booking	Supervisor Approval (from Exception Processing)
A10	Awaiting Assisted Booking	No Ship Schedule (Modify Container/Breakbulk Request)
A11	Awaiting Assisted Booking	Carrier Rules Override-High Cost Carrier Selected
A12	Awaiting Assisted Booking	Booker Assignment Failure
A13	Awaiting Assisted Booking	TCN Generatin Failure (See DBA)
A14	Awaiting Assisted Booking	Shipper DODAAC set to ORMRKS)
A15	Awaiting Assisted Booking	Breakbulk Request
A16	Awaiting Assisted Booking	Breakbulk Request Rejected
A17	Awaiting Assisted Booking	Exception Processing (Foreign Flag/Lease/Rejects)
A18	Awaiting Assisted Booking	Increase Reject
A19	Awaiting Assisted Booking	Supervisor Approval
A20	Awaiting Assisted Booking	OCONUS Inland Rate Data Not Found
A21	Awaiting Assisted Booking	Ocean Rate Data Not Found
A22	Awaiting Assisted Booking	Accessorial Rate Data Not Found
A23	Awaiting Assisted Booking	Port Handling Rate Data Not Found
A24	Awaiting Assisted Booking	Exception Processing (Lading Terms =G)
A25	Awaiting Assisted Booking	Exception Processing (Outsize)
A26	Awaiting Assisted Booking	No Shipper/Consignee City ID Found
A27	Awaiting Assisted Booking	Offer Exceptin Detected
A28	Awaiting Assisted Booking	Exception Processing (from Assisted Booking)
B01	Cargo Booking Completed	
B02	Cargo Booking Canceled	
B03	Cargo Booking Completed	Shipment Decreased
B04	Cargo Booking Completed	Shipment Increased
D01	Request in Delay	
D02	Requet Submitted in Advance	
N01	Awaiting Automated Processing	New Request

Module 8

Disposition Services

Overview

Introduction

DLA Disposition Services sends Shipment Request to DLA Contact Center (CIC). The CIC builds a ticket in CRM.

The Disposition Team Inbox (disposition@dla.mil) also gets a copy.

The Disposition Team copy gets filed in the Team Folder.

- File under the folder Disposition Shipment Requests.
- Keep in folder for about two weeks for easy reference.
- After two weeks, a Lead will move them to the Public Folder.

In this module

The following topics are located in this module:

Topic	See Page
Types of Truck Shipments	8-2
Timeline for Processing Shipments	8-3
Point of Contact Information for DLA Disposition Offices	8-4
Change to Shipment Request	8-5
Trailer Selector Guide	8-6
Defense Table of Official Distance	8-10
Verify/Update the Pickup Site	8-14
Verify the Pickup Site in DSS	8-19
Verify the Destination	8-21
Verify the TINs for the Destination	8-24
Verify the M TIN	8-27
Spot Bid Shipments	8-29
Copy Another Spot Bid in VSM	8-34
When You Cannot Copy Another Spot Bid	8-41
Finish Up the Spot Bid Process in GFM (No Edits)	8-49
Finish Up the Spot Bid Process in GFM (Edits)	8-52
Rates from GFM	8-58
Negotiations Routes Orders (Form 349)	8-69
DD Form 1085 (Domestic Freight Routing Request and Order)	8-71
Processing Specialized Equipment Shipments in VSM	8-75
Verifying SPLC	8-80
Carrier Performance	8-81
Reprocessed Shipments	8-83
Cancelled Requests	8-85
Superseded TCNs	8-86
Site Specific Information	8-87

Types of Truck Shipments

Vans

Van loads are first offered to 3PL.

Specialized equipment

Specialized Equipment is anything but vans, such as flatbeds, step decks, RGN's, etc. Depending on the details of the shipment, there are various ways to get Rate Quotations. Specialized Equipment shipments that are unique, including overweight and over dimensional are processed using the Spot Bid Process.

Specialized Equipment shipments that are legal loads: Legal loads mean they do not need permits. Use Global Freight Management (GFM) to process these.

Specialized Equipment shipments where there are 10 or more similar shipments picking up and delivering to the same sites. Negotiations Route Order (Form 349) is utilized to process these.

Exclusive Use for Truckload Shipments

If...	Then...
Exclusive Use is free (such as PM or PL tenders)	ask for it.
tender is PZ	do not <ul style="list-style-type: none"> • ask for, nor pay for Exclusive Use. • add RIN 347 to the MTMC Release.

Protective Tarps

For DEMIL Shipments: Due to the additional costs associated with having loads tarped, if the load does not meet the requirements identified in the Defense Transportation Regulation (DTR) Part II, Table 205-7, Transportation Protective Services (TPS), Paragraph N we are not currently required to tarp the load.

Paragraph N states: "For off Base movement, commercial or military when using a flatbed trailer, flat-rack, or similar open equipment to transport non-containerized AA&E to include Battle Damaged Armored Tactical Vehicles or Navy Submarine/ship propellers loads by motor or rail, must be completely covered by a tarpaulin. The requirement for use of a tarpaulin will be annotated on the CBL. The Tarpaulin used must be fire and water-resistant and be securely fastened by the TSP to the trailer to protect the load." Additionally, any shipment that the public would perceive negatively, such as a fire damaged tactical vehicle, must be covered by a tarpaulin.

All NON-DEMIL Shipments, reference the Defense Transportation Regulation (DTR) Part II, Table 205-7

If tarps are needed:

- Check carrier's tender and confirm their PTS charges.
- Add charge as an Accessorial Charge.

Timeline for Processing Shipments

Introduction

DLA Disposition shipments should be completed and back to Transportation Scheduler 72 hours prior to pick up.

3PL shipments

Since additional time is needed for processing 3PL shipments, guidelines are listed in the table below.

Note: These are ideal conditions. Holidays and weekends don't count.

Working Days		Action
7	LTL Vans	<ul style="list-style-type: none"> • “Fake the system out” by telling it that LTL’s have to be picked up 2 days before actual date. So 2 days for that part. • 2 days to cycle through 3PL. • Have it completed 3 days before pick up.
3	Vans	<ul style="list-style-type: none"> • 1 day to cycle through 3PL. • Have it completed 3 days before pick up.
4	Spot Bids	<ul style="list-style-type: none"> • 1 extra day to get Spot Bid processed. • Have it completed 3 days before pick up.
3	Specialized Equipment	Have it completed 3 days before pick up.

Department of Defense Freight Transportation Services (DFTS) Contract requires a CBL be provided for the Carrier 24 hours prior to the date the shipment is to be picked up. To accomplish this DFTS contractual requirement, 3PL’s deadline to receive an EDI 219 from VSM is NLT than 1400 (2 PM EST), 72 hours (3 business days) in advance on van shipments.

DLA Disposition Service shipments only

When the EDI 219 is received by the contractor before 1400 Eastern Standard Time (EST) of a business day, the EDI 220 is returned no later than 1500 EST the next business day following receipt of the EDI 219 or no later than 48 hrs before the requested pickup date in the EDI 219.

- **EXAMPLE:** If picking up on Friday, then must have the 219 in by Tuesday at 2:00 pm.
 - **This allows 3PL to process the EDI 220 for DLA, who will in turn create that CBL for the shipment and send it forward to 3PL and the carrier.
- If DLA Disposition Office sends an EDI 219 after the deadline of NLT than 1400 (2 PM EST), 72 hrs (3 business days) in advance, 3PL will Not process the EDI 220 for the next business day and the EDI 220 will be returned by 1500 on the third business day. If this does not allow DLA to enough time to create the CBL and return it to 3PL to meet the 24 hour DFTS Contract, there are two options. Option 1: DLA pays an Accessorial charge to 3PL to process the EDI 220 quicker or Option 2: DLA Disposition Office will contact the pickup and delivery sites to coordinate new transportation dates.

Point of Contact Information for DLA Disposition Offices

Schedulers at DLA Disposition Transportation Services Office

If there is a question about a shipment request, contact the scheduler at DLA Disposition Transportation Services Office.

DLA Disposition Services Transportation Office:

- General Mail Box at Battle Creek email is:
DLADispositionServicesTransportationOffice@dla.mil
- Mail Box should be copied when sending an email to an individual DLA Disposition Services Transportation Agent.
- Main phone number is 800-468-8289.

Defense Switched Network (DSN) for Battle Creek is 661. Use DSN first before dialing the 269-961 numbers.

DLA Disposition Services MEO Transportation:

- This is the scheduler system that sends requests for transportation.
- Do not confuse this with the DLA Dispositions Services Transportation Office.
- Do not send any emails to this address (drmsmeotrans@dla.mil)

Note: Send all emails from our Team Inbox disposition@dla.mil and copy Team Inbox disposition@dla.mil on all correspondence.

Change to Shipment Request

If a change to shipment request is needed

If a change is needed, request written confirmation of the change before you can proceed.

Once written confirmations of the change are received, save email as a message.

Continue processing the change by:

- Copying Team Lead on all follow-up requests.
- If sending a follow-up request, forward the first one and annotate in the subject line it is a second request.
- If sending another follow-up request, forward the second one and annotate in the subject line it is a third request.
- At that point, set request aside and do not process until response is received.
- Saving sent email (the 3 requests should then all be in one email) as a message

Trailer Selector Guide

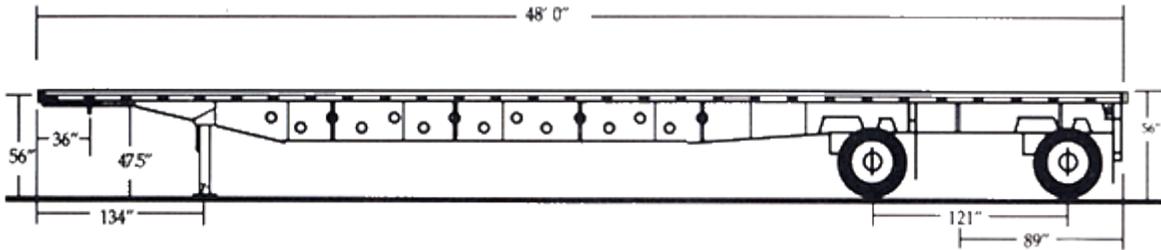
Introduction

DLA Disposition Services will specify what type equipment is needed.

These diagrams are a reference for the type and quantity of trailers required to transport freight. Since there are variations within each trailer type, the information shown should be used as a general guideline.

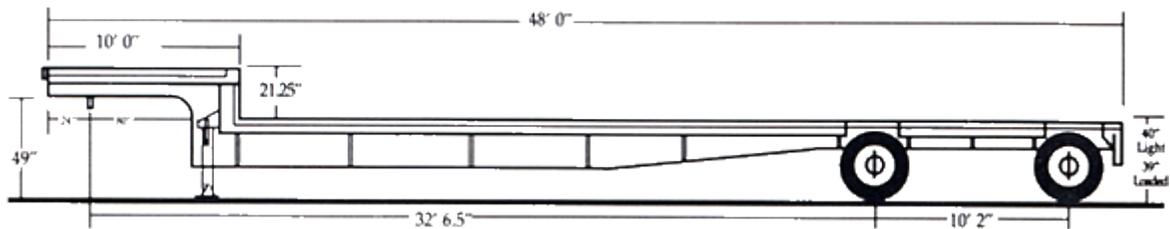
Flatbed 48-Foot (Equipment Code in GFM: AF3)

<i>Maximum Freight Weight</i>	48,000 pounds
<i>Maximum Freight Dimensions</i>	
Length	48 feet
Width	8.5 feet (102 inches)
Height	8.5 feet (102 inches)



Single-Drop Deck (aka Stepdeck) (Equipment Code in GFM: AH2 or AH3)

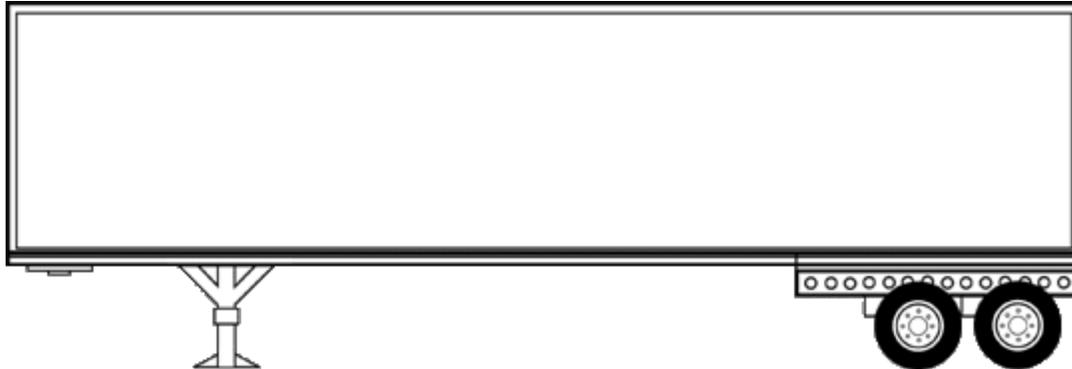
<i>Maximum Freight Weight</i>	48,000 pounds
<i>Maximum Freight Dimensions</i>	
Length	48 feet
Width	8.5 feet (102 inches)
Height	8.5 feet (102 inches)



Trailer Selector Guide, Continued

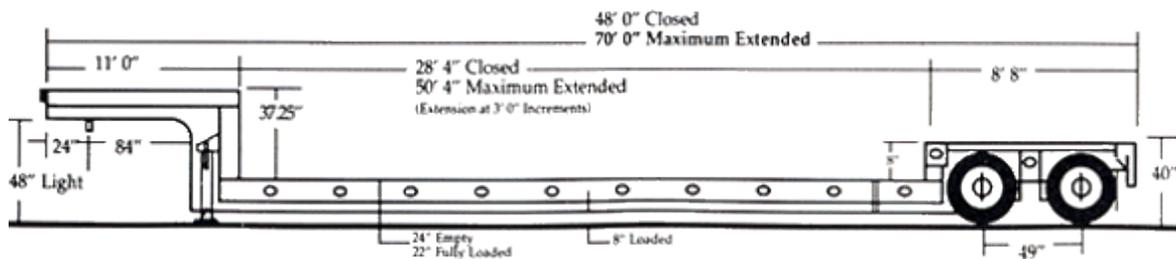
53' Dry Van (Equipment Code in GFM: AV3)

<i>Maximum Freight Weight</i>	48,000 pounds
<i>Maximum Freight Dimensions</i>	
Length	53 feet
Width	8.5 feet (102 inches)
Height	10 feet (120 inches)



Double-Drop Deck (Equipment Code in GFM: AM_ (depending on number of axles))

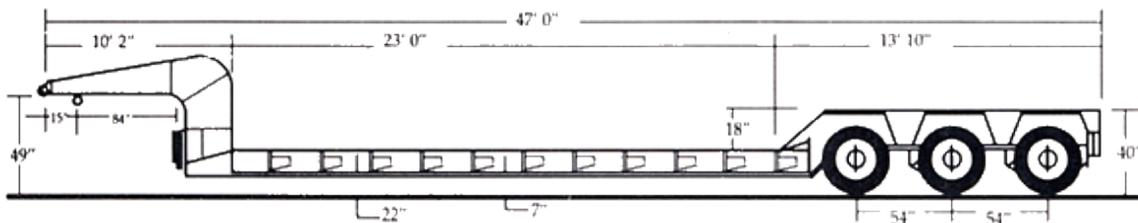
<i>Maximum Freight Weight</i>	45,000 pounds
<i>Maximum Freight Dimensions (Main Deck)</i>	
Length	29 feet
Width	8.5 feet (102 inches)
Height	11.5 feet (138 inches)
<i>Maximum Freight Dimensions (Front Deck)</i>	
Length	10 feet
Width	8.5 feet (102 inches)
Height	8.5 feet (102 inches)
<i>Maximum Freight Dimensions (Rear Deck)</i>	
Length	9 feet
Width	8.5 feet (102 inches)
Height	10 feet (120 inches)



Trailer Selector Guide, Continued

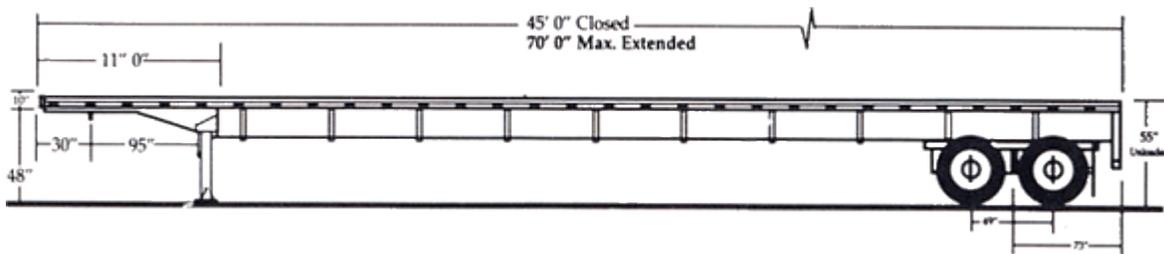
RGN—Removable Goose Neck (Equipment Code in GFM: A30)

<i>Maximum Freight Weight</i>	44,000 pounds
<i>Maximum Freight Dimensions (Main Deck)</i>	
Length	29 feet
Width	8.5 feet (102 inches)
Height	12 feet (144 inches)
<i>Maximum Freight Dimensions (Front Deck)</i>	
Length	10 feet
Width	8.5 feet (102 inches)
Height	8.5 feet (102 inches)
<i>Maximum Freight Dimensions (Rear Deck)</i>	
Length	9 feet
Width	8.5 feet (102 inches)
Height	10 feet (120 inches)



Extendable Flat Bed (Equipment Code in GFM: AL2 (two axle), AL3 (three axle), AL4 (four axle))

<i>Maximum Freight Weight</i>	45,000 pounds
<i>Maximum Freight Dimensions</i>	
Length	45-70 feet
Width	8.5 feet (102 inches)
Height	8.5 feet (102 inches)



Trailer Selector Guide, Continued

Further information

If further information is needed on vehicles and other Outsized Equipment that is being transported:

- See the Illustrated Equipment Data, Reduced Dimensions and Weights for Transportability of Vehicles and Outsized Equipment.
- This data is provided by SDDC.
- A copy can be found at:
<I:\J34 TO\J34 TOT\Desk Guides\INTERNAL PROCESSES\DRMS\VehicleGen Cheat Sheet.pdf>

Rules governing the movement of military freight can be found in the Military Freight Traffic Unified Rules Publication (MFTURP)-1.

Defense Table of Official Distance

Official distances

VSM pulls mileage out of Defense Table of Official Distance (DTOD) when it is figuring mileage between two locations. It is then printed on the CBL in Block 14.

Sometimes the official distance between two places is needed before the CBL is done.

- Transient time requested on Shipping Request may need to be confirmed to see if it is in line with mileage.
- When sending DD1085's to SDDC for multiple trucks, confirm mileage so it can be added to the DD1085.

Steps for determining official distances

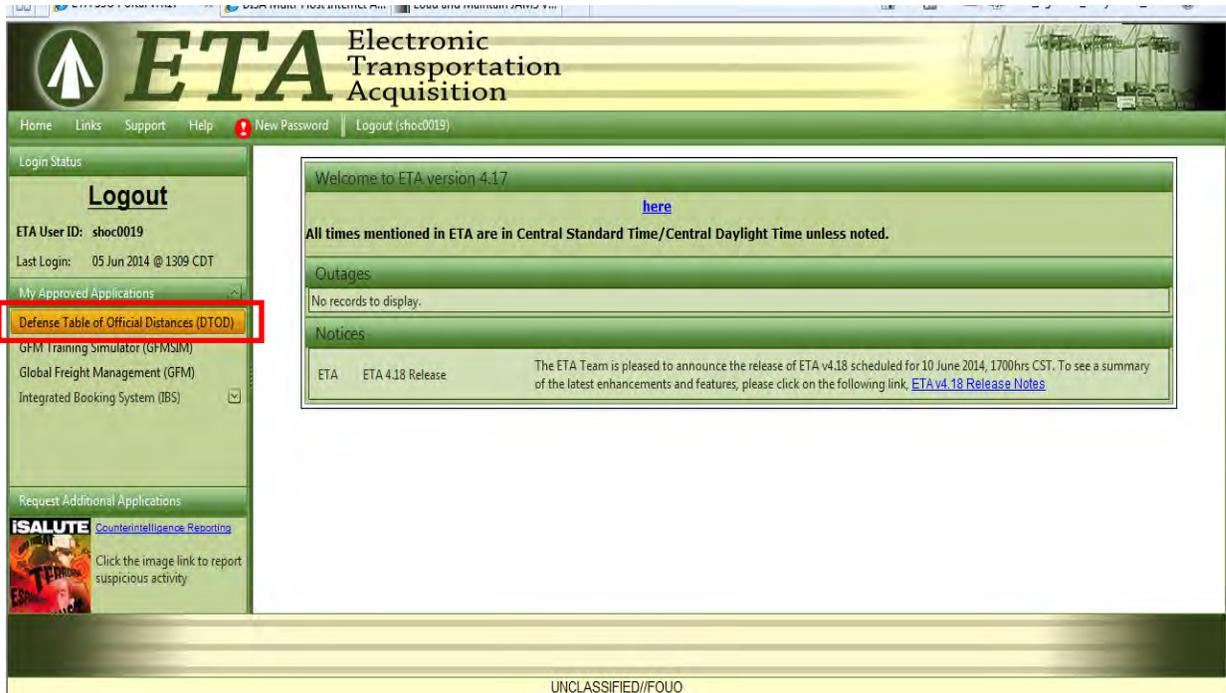
Follow the steps below for determining official distances.

Step	Action
1	From the ETA Home Page, click “Defense Table of Official Distances (DTOD).”
2	Click “OK.”
3	Under “Calculate Distances”, click “Trip Entry.”
4	Click on “General Freight” under “Route Type.” Select “SPLC” from dropdown menu under “Origin.” Click “Lookup Origin.”
5	Select your “Origin” and “Destination” locations. Click “Get Distance.” (Located just below the origin/destination search criteria.) If DTOD cannot find the location, verify SPLC in GFM.

Defense Table of Official Distance, Continued

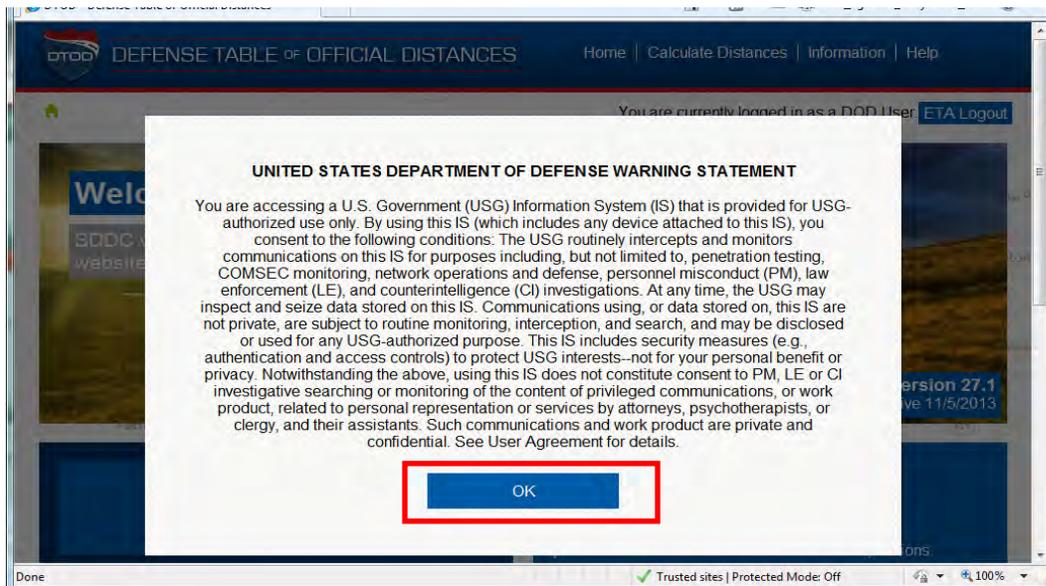
Step 1

From the ETA Home Page, click “Defense Table of Official Distances (DTOD).”



Step 2

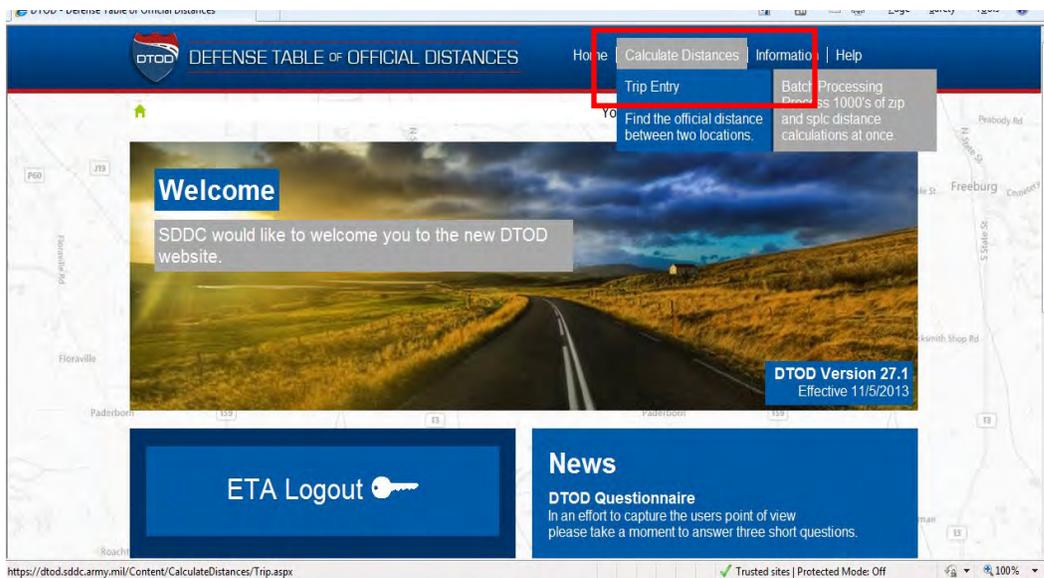
Click “OK.”



Defense Table of Official Distance, Continued

Step 3

Under “Calculate Distances”, click “Trip Entry.”

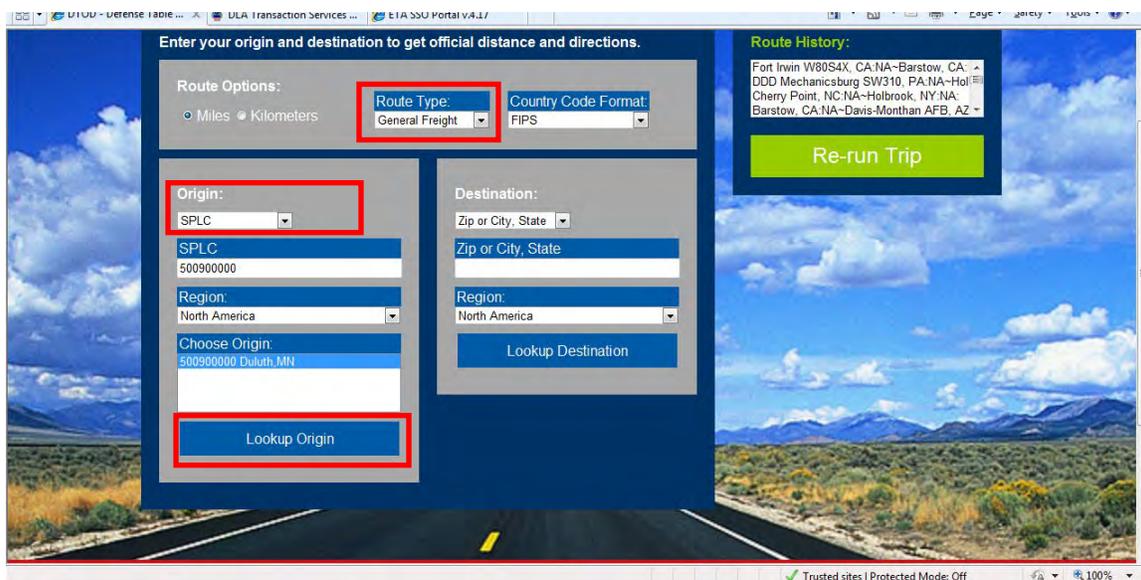


Step 4

Click on “General Freight” under “Route Type.”

Select “SPLC” from dropdown menu under “Origin.”

Click “Lookup Origin.”

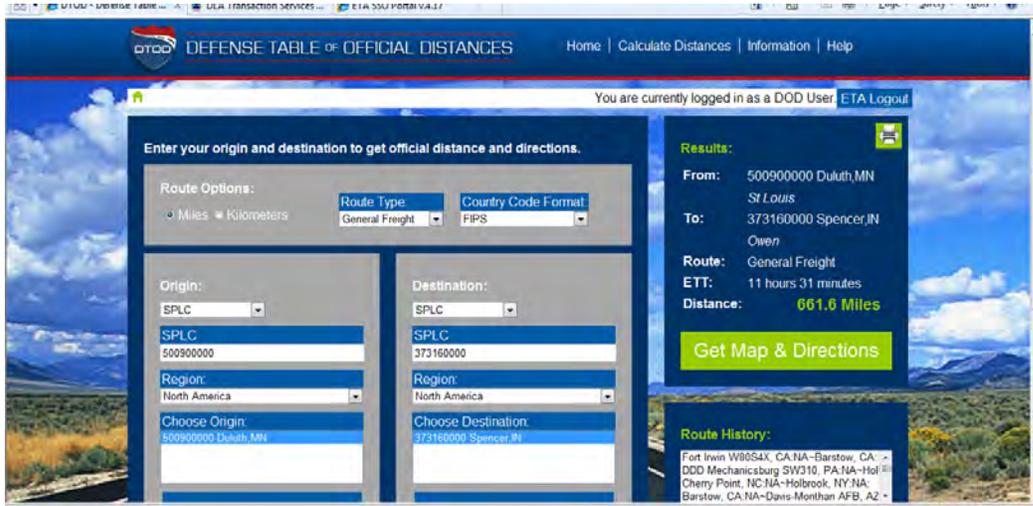


Defense Table of Official Distance, Continued

Step 5

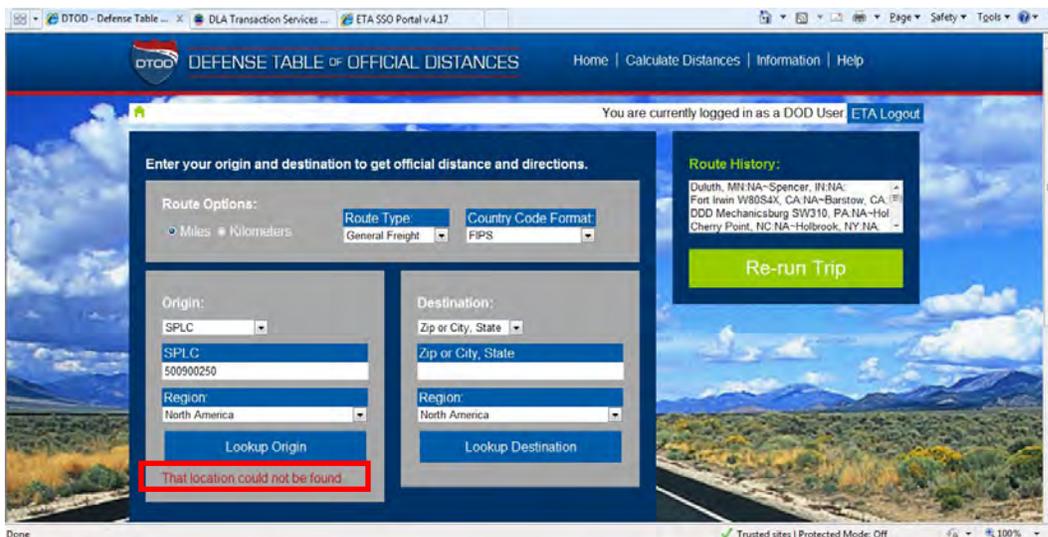
Select your “Origin” and “Destination” locations.

Click “Get Distance.” (Located just below the origin/destination search criteria.)



Screen displays the distance between these two locations.

If DTOD cannot find the location, verify SPLC in GFM.



Verify/Update the Pickup Site

Introduction

No matter which type of shipment to be processed (vans, specialized equipment via GFM, specialized equipment via Spot Bid, specialized equipment via Negotiations Route Orders), there are certain steps to look up information needed before starting the process.

Steps for verifying/updating pickup sites

Follow the steps below for verifying/updating pickup sites.

Step	Action
1	<p>Log into VSM.</p> <p>Under Maintenance tab, click “Update Vendor Profile.”</p>
2	<p><u>Review company name and address information</u> If Company Name has an error, then give to Team Lead to correct.</p> <p><u>Note:</u> Work Leads cannot correct this.</p> <p>Address must match request, including Building Number. If it does not match, then this is not the correct site. Continue looking to find a match for the Pickup Address. If it is not the A Site, then check for a B Site, etc. Sometimes a letter is missed, so if there is no B Site, don’t assume there isn’t a C Site.</p> <p>If you cannot find a match, have a Lead build new site.</p> <p><u>Note:</u> There cannot be anything on Street Address 2 Line. If there is, take it out and put as much information as possible on Street Address 1.</p> <p>Make a note of the SPLC. At this point add or correct the SPLC as needed.</p> <p><u>Review/correct the points of contact information</u> POC is at pickup site, not someone at DLA.</p> <p>Email address should be disposition@dla.mil - NOT delivery@dla.mil</p> <p>Make any necessary changes.</p> <p>Contract Type: Destination and Origin should both be checked.</p>

Verify/Update the Pickup Site, Continued

Steps for verifying/updating pickup sites, continued

Follow the steps below for verifying/updating pickup sites.

Step	Action
2, con't	<p data-bbox="345 388 747 422"><u>Review/update miscellaneous</u></p> <p data-bbox="345 422 889 455">Miscellaneous things to check for include:</p> <ul style="list-style-type: none"> <li data-bbox="345 495 902 529">• Hazardous Certified should be checked. <li data-bbox="345 569 1019 602">• Number of Purchase Orders to List should be 10. <li data-bbox="345 642 842 676">• DRMS Eligible should be checked. <li data-bbox="345 716 1149 749">• Time Offset depends on which Time Zone they are located. <li data-bbox="345 789 699 823">• Eastern Time Zone is 0. <li data-bbox="345 825 708 858">• Central Time Zone is -1. <li data-bbox="345 861 737 894">• Mountain Time Zone is -2. <li data-bbox="345 896 703 930">• Pacific Time Zone is -3. <li data-bbox="345 970 1357 1003">• DFTS Participation Code: All FOB Origin Shipments considered for DTC.

Verify/Update the Pickup Site, Continued

Step 1

Log into VSM.

Under Maintenance tab, click “Update Vendor Profile.”

The screenshot shows the VSM web application interface. At the top, there is a navigation bar with various menu items: VSM, Logoff, Main Menu, MPO, FOB Processing, Print, Seavan, Shipping, Inq, Reports, Excep, Maint, and How To. Below the navigation bar is a search bar and a sidebar with filters for RLSE, CLIN, PO, REQ, IPD, Ship To, and ULT. The main content area displays the title "DSS / Vendor Shipment Module" and a dropdown menu for "AGENCY (A12345)". The menu options include: Update Vendor Profile, Change Password, Add/Modify Hazardous Record, Retire PO Records, VSM Admin, MRO Vendor Admin, and UPS Gemini Manifest. Below the menu is a table titled "Origin Processing For DPDD". The table has columns: X, Rise, CLIN, Purchase Order Number, Requisition Number, CDD, IPD, Ship To, Ultimate, Qty Open, and SCN. The table contains four rows of data. At the bottom of the table, there is a "Number of records: 50" indicator and buttons for Submit, Reset, Export to Excel, and Shipped View.

X	Rise	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input type="checkbox"/>	DEMO	0002	SPMLTL1000000	W25G1U41040501		06	W25G1U	W25G1U	100	
<input type="checkbox"/>	0001	0001	SPMTESTAR1111	W25G1UCONUSSP11	2017068	03	W25G1U	W25G1U	15	Partial
<input type="checkbox"/>	0001	0002	SPM22FRTEM444	W62G2TFRTAR3333	2017073	05	W62G2T	W62G2T	500	Past Due
<input type="checkbox"/>	0001	0005	SPM55FRTEST5	W91EB8FRTEST44	2017081	15	0001MJ	W91EB8	200	Past Due

Verify/Update the Pickup Site, Continued

Step 2—Review company name and address information

If Company Name has an error, then give to Team Lead to correct.

Note: Work Leads cannot correct this.

Address must match request, including Building Number. If it does not match, then this is not the correct site. Continue looking to find a match for the Pickup Address. If it is not the A Site, then check for a B Site, etc. Sometimes a letter is missed, so if there is no B Site, don't assume there isn't a C Site.

If you cannot find a match, have a Lead build new site.

Note: There cannot be anything on Street Address 2 Line. If there is, take it out and put as much information as possible on Street Address 1.

Make a note of the SPLC. At this point add or correct the SPLC as needed.

Step 2—Review/correct the points of contact information

POC is at pickup site, not someone at DLA.

Email address should be disposition@dla.mil - NOT delivery@dla.mil

Make any necessary changes.

Contract Type: Destination and Origin should both be checked.

Verify/Update the Pickup Site, Continued

Step 2—Review/update miscellaneous

Miscellaneous things to check for include:

- Hazardous Certified should be checked.
- Number of Purchase Orders to List should be 10.
- DRMS Eligible should be checked.
- Time Offset depends on which Time Zone they are located.
 - Eastern Time Zone is 0.
 - Central Time Zone is -1.
 - Mountain Time Zone is -2.
 - Pacific Time Zone is -3.
- DFTS Participation Code: All FOB Origin Shipments considered for DTC.



DSS / Vendor Shipment Module
DEFENSE LOGISTICS AGENCY A12345

User Guide | Logoff | Main Menu | MPO | FOB Processing | PRINT | Seavan | Shipping | Reports/Queries | Exceptions | Maintenance

Update Vendor Profile

[ADDRESS INFO](#) | [POC INFO](#) | [DEFAULT FORMS](#) | [CONTRACTS](#) | [RFID](#) | [MISCELLANEOUS](#) | [BACK](#)

Note: Only asterisked Items May Be Updated.

HOURS OF OPERATION

Vendor:

*Company Name: DEFENSE LOGISTICS AGENCY

Vendor DODAAC: A12345

Assigned CAGE Codes: 12345 - top -

Address Information:

*Country: UNITED STATES OF AMERICA

*Street Address 1: 2001 MISSION DR x

*Street Address 2: BLDG 54/BAY 5

*City: NEW CUMBERLAND

*State/Province: PENNSYLVANIA

*Zip: 17070

*SPLC: 209405270 - top -

Point-of-Contact Information:

*POC: JENNIFER HILLMAN

*Phone Nbr: 717-770-6830

*Email Address: JENNIFER.HILLMAN@DLA.MIL

*Fax Nbr: 7175557777 - top -

Default Form Print Settings:

Verify the Pickup Site in DSS

Steps for verifying the pickup site in DSS

Follow the steps below to verify the pickup site in DSS.

Step	Action						
1	Follow DSS pathway 30-3S to access the DPIV (INQUIRE VENDOR PROFILE TABLE) screen.						
2	<p>Follow directions below.</p> <table border="1" data-bbox="370 527 1456 680"> <thead> <tr> <th data-bbox="370 527 621 569">For...</th> <th data-bbox="621 527 1456 569">Input...</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 569 621 638">Vendor DODAAC</td> <td data-bbox="621 569 1456 638">DODAAC with the leading Alpha Character. This is 6 digits.</td> </tr> <tr> <td data-bbox="370 638 621 680">Vendor Cage</td> <td data-bbox="621 638 1456 680">The last 5 digits of DODAAC.</td> </tr> </tbody> </table> <p>Press ENTER.</p> <p>DSS will display a refreshed DPIV (INQUIRE VENDOR PROFILE TABLE) screen.</p>	For...	Input...	Vendor DODAAC	DODAAC with the leading Alpha Character. This is 6 digits.	Vendor Cage	The last 5 digits of DODAAC.
For...	Input...						
Vendor DODAAC	DODAAC with the leading Alpha Character. This is 6 digits.						
Vendor Cage	The last 5 digits of DODAAC.						
3	<p>Verify address information matches the request.</p> <p>If not, press F2 to clear screen.</p> <p>Check B site, then C site, etc. Also, make a note of the SPLC.</p>						

Verify the Pickup Site in DSS, Continued

Step 1

Follow DSS pathway 30-3S to access the DPIV (INQUIRE VENDOR PROFILE TABLE) screen.

Step 2

Follow directions below.

For...	Input...
Vendor DODAAC	DODAAC with the leading Alpha Character. This is 6 digits.
Vendor Cage	The last 5 digits of DODAAC.

Press ENTER.

```

DPIV          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE: 001
11:05:50          INQUIRE VENDOR PROFILE TABLE          19SEP2019
-----
VENDOR DODAAC =====> BZ3038          VENDOR CAGE =====> Z3038
    
```

DSS will display a refreshed DPIV (INQUIRE VENDOR PROFILE TABLE) screen.

Step 3

Verify address information matches the request.

If not, press **F2** to clear screen.

Check B site, then C site, etc. Also, make a note of the SPLC.

```

DPIV          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE: 001
11:05:50          INQUIRE VENDOR PROFILE TABLE          19SEP2019
-----
VENDOR DODAAC =====> BZ3038          VENDOR CAGE =====> Z3038
-----
COMPANY NAME =====> DRMO FT CARSON BLDG 318
ADDRESS =====> BLDG 318 820 SPECKER AVE
-----
                                FT CARSON                                CO  80913      US
-----
SPLC =====> 746693250          CONTRACT DESTINATION CODE =>
CONTRACT TYPE CODE =====> B          VENDOR EAST WEST CODE =====> 2
COUNTRY CODE =====> US          OCONUS VENDOR POE =====>
OCONUS INDICATOR =====>          APOD US FOR OCONUS VENDOR =>
OCONUS VENDOR APOE =====>          MANAGE BY EXCPTN OVERRIDE => S
GFM INDICATOR =====> Y
-----
PRFID EPC ELIGIBLE IND =====>          HAZARDOUS MTRL CERT CD =====>
SUPPRESS 856S IND =====> N          3PL STATUS CODE=====> A
-----
--F1=MENU--F2=NEXT TRAN--F3=EXIT VSM--F5=BOOKMARK--F8=PG DWN--F10=HELP--
-----
TRANS CONTINUES                                NEXT TRANS==>
    
```

Verify the Destination

Steps for verifying the destination

Follow the steps below for verifying the destination.

Step	Action
1	Follow DSS pathway 30-31 to access the ADPE (ADDRESS DATA INQUIRY) screen.
2	Input the Destination DODAAC in the “ENTER DODAAC” field. Press ENTER. DSS will display a refreshed ADPE (ADDRESS DATA INQUIRY) screen.
3	Click F9 . DSS will display the ADPE2 (HEADER ADDRESS DATA) screen.
4	Verify the SPLC is loaded and make a note of it. <u>Note</u> : If it is not loaded, send an email to Global at ddc.globaladdressing@dla.mil and ask for SPLC to be added.

Verify the Destination, Continued

Step 1

Follow DSS pathway 30-31 to access the ADPE (ADDRESS DATA INQUIRY) screen.

Step 2

Input the Destination DODAAC in the “ENTER DODAAC” field.

Press ENTER.

```

ADPE      SITE: DPDD      VENDOR SHIPMENT MODULE      WK:      PAGE 001
11:11:57      ADDRESS DATA INQUIRY      19SEP2019
-----
ENTER DODAAC => W25G1U      | APOE      APOD      POE      POD
----- TAC 1 ----- TAC ----
    
```

DSS will display a refreshed ADPE (ADDRESS DATA INQUIRY) screen.

Step 3

Click F9.

```

ADPE      SITE: DPDD      VENDOR SHIPMENT MODULE      WK:      PAGE 001
11:11:57      ADDRESS DATA INQUIRY      19SEP2019
-----
ENTER DODAAC => W25G1U      | APOE      APOD      POE      POD
----- TAC 1 ----- TAC ----
1 W1BG DEF DIST DEPOT SUSQUE      | 1
2 DDSP NEW CUMBERLAND FACILITY      | 2
3 2001 NORMANDY DRIVE DOOR 113 TO 134 | 3
4 NEW CUMBERLAND      PA 17070-5002 | 4
5      | 5
6      | 6
7      | 7
----- TAC ----- TAC ----
1      | 1
2      | 2
3      | 3
4      | 4
5      | 5
6      | 6
7      | 7
-----
--F4=TAC DETAIL--F9=HEADER DATA--F7=PAGE BWD--F8=PAGE FWD--
THIS IS THE ONLY SCREEN
TRANS CONTINUES      NEXT TRANS==>
    
```

DSS will display the ADPE2 (HEADER ADDRESS DATA) screen.

Verify the Destination, Continued

Step 4

Verify the SPLC is loaded and make a note of it.

Note: If it is not loaded, send an email to Global at ddc.globaladdressing@dla.mil and ask for SPLC to be added.

```

ADPE2      SITE: DPDD      VENDOR SHIPMENT MODULE      WK:      PAGE 001
11:14:00      HEADER ADDRESS DATA      19SEP2019
-----
DODAAC => W25G1U

RCP =====> _      CRP BBP =====> W25G1U      RIC =====> _      SPLC =====> 209405270
ALOC =====> 9      PORT DODAAC => _      SP ELIG ==> _      USER ID ==> YRE4045
SOURCE => D      XREF DODAAC => _      GBLOC =====> DOSQ      LAST UPDT => 2015015
POD =====> _      APOD =====> _      CCP CD=====> _

---F4---TAC DETAIL---F6---ADDRESS LINES

TRANS CONTINUES      NEXT TRANS==>
    
```

Verify the TINs for the Destination

Introduction

Transportation Information Notes (TIN's) give important information such as:

- Directions
- Special security requirements
- Other special instructions

These TIN's are pulled from the mainframe and populate on the CBL. Many times, the driver does not get a copy of the email that was sent out. They may only get a copy of the CBL, so make sure information on CBL is up to date.

The Driver Transportation Information Notes (D TIN) gives the driving directions and any other instructions that are specific to that site, such as special security requirements.

This information is printed on Page 2 of the CBL.

10196159		ORIGINAL B/L NO. ► 14AQWPDP SHEET NO. 2 OF 4		COMMERCIAL BILL OF LADING CONTINUATION SHEET		
PACKAGES		DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	WEIGHT * (Pounds only)	FOR USE OF BILLING CARRIER ONLY		
NO.	KIND			Services	Rate	Charges
		DRIVING INSTRUCTIONS: FROM DALLAS, TX: TAKE I30 EAST TO EXIT FM 1570 (EXIT 89). TURN LEFT AT STOP SIGN. TAKE A RIGHT AT THE NEXT STOP SIGN. TAKE THE FIRST LEFT ONTO FM 1570. FOLLOW THIS ROAD UNTIL IT MEETS HWY 66. TURN RIGHT ONTO HWY 66. ABOUT A MILE DOWN, TURN LEFT INTO ED				

Verify the TINs for the Destination, Continued

Steps for verifying the TINS for the destination

Follow the steps below for verifying the TINS for the destination.

Step	Action
1	Follow DSS pathway 60-65 to access the DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.
2	<p>Input</p> <ul style="list-style-type: none"> • “I” in the “ACTN” field • “TIN” in the “RIN/TIN ID” field • “D” in the “PRINT LOC” field • Destination in the “SHIP TO DODAAC” field <p>Press ENTER.</p> <p>DSS will display a refreshed DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.</p>
3	<p>The latest information will be displayed. Verify information in the remarks/directions section of the email shipping request is covered in these remarks.</p> <p>If not, a Work Lead or Team Lead needs to update this information. Give them a copy of the email request and advise the D TIN needs to be updated.</p> <p><u>Note:</u> See Module 9 for further information on this.</p>

Verify the TINs for the Destination, Continued

Step 1

Follow DSS pathway 60-65 to access the DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.

Step 2

Input

- “I” in the “ACTN” field
- “TIN” in the “RIN/TIN ID” field
- “D” in the “PRINT LOC” field
- Destination in the “SHIP TO DODAAC” field

Press ENTER.

```

DPIG          SITE: DPDD  VENDOR SHIPMENT MODULE          PAGE 001
11:17:09      TRANSPORTATION INFORMATION NOTES MAINTENANCE 19SEP2019
-----
ACTN ==> I (I)    RIN/TIN ID ==> TIN    PRINT LOC ==> D (D OR M)
SHIP TO DODAAC ==> W25G1U
***FOR SPECIAL RIN***
    
```

DSS will display a refreshed DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.

Step 3

The latest information will be displayed. Verify information in the remarks/directions section of the email shipping request is covered in these remarks.

If not, a Work Lead or Team Lead needs to update this information. Give them a copy of the email request and advise the D TIN needs to be updated.

```

DPIG          SITE: DPDD  VENDOR SHIPMENT MODULE          PAGE 001
11:17:09      TRANSPORTATION INFORMATION NOTES MAINTENANCE 19SEP2019
-----
ACTN ==> I (I)    RIN/TIN ID ==> TIN    PRINT LOC ==> D (D OR M)
SHIP TO DODAAC ==> W25G1U
***FOR SPECIAL RIN***
RELEASE NUMBER ==>                               SCAC ==>
-----
EMAIL APPOINTMENT REQUESTS TO          PRELODGE@DLA.MIL ASAP
BEFORE THE DESIRED APPOINTMENT TIME    HRS 0600-2230 M-F & 0600-1630 SAT.
ACCESS ROAD OFF ROUTE 114 (OLD YORK    RD) 1 MILE OFF THE PA TURNPIKE &
INTERSTATE 83, EXIT 39. CALL           1-800-307-8496 FOR DIRECTIONS OR
WEATHER RELATED BASE CLOSURES.

LAST UPDATE:  YRE3955    06NOV2015

----- F1=MENU----- F2=NEXT TRANS----- F3=EXIT VSM----- F5=BOOKMARK-----
TRANS CONTINUES                                NEXT TRANS==>
    
```

Verify the M TIN

Introduction

The M TIN is information that prints on the left side of Block 15 on the CBL.

The same information is used for all delivery sites. This helps to ensure the drivers know they can't contact anyone but the DLA Disposition Office to change appointment times.

New delivery sites may not be added yet; verify information will show on CBL before printing prior to finding out it is not there.

2. APPROPRIATION CHARGEABLE S4P4		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) US BANK PO BOX 790428 ST LOUIS MO 63179	
4. VIA (Route shipment when advantageous to the Government) AOFT TERMS: MILEAGE: 750		TP-3 DDD-2014161 (YYYYDDD) RGN W/PERMITS. P/U 6/9/14 @ 0900. P/U POC: THOMAS BERNABE 719-526-2782. DEL 6/11/14 BET 0800-1400. DEL POC: M CARL 903-455-3000	
5. MARKS AND ANNOTATIONS APPOINTMENTS CAN ONLY BE CHANGED BY CALLING 800-468-8289. NO ONE ELSE IS AUTHORIZED TO CHANGE APPT TIMES. PICKUP & DELIVERY SITES CAN CONFIRM OR CLARIFY DRIVING DIRECTIONS.			
6. PACKAGES	17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible.)	19. WEIGHT * (Pounds only)
NO.	KIND	CLASSIFICATION ITEM NO.	FOR USE OF BILLING CARRIER ONLY Services Rate Charges
1	VE	THIS B/L CONSISTS OF 4 PAGES	ACTUAL

Verify the M TIN, Continued

Step 1

Follow DSS pathway 60-65 to access the DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.

Step 2

Input:

- “I” in the “ACTN” field
- TIN in the “RIN/TIN” field
- “M” in the “PRINT LOC” field
- Destination in the “SHIP TO DODAAC” field

Press ENTER.

```
DPIG          SITE: DPDD  VENDOR SHIPMENT MODULE          PAGE 001
11:18:25     TRANSPORTATION INFORMATION NOTES MAINTENANCE  19SEP2019
-----
ACTN ==> I (I)      RIN/TIN ID ==> TIN      PRINT LOC ==> M (D OR M)
SHIP TO DODAAC ==> W25G1U
***FOR SPECIAL RIN***
```

DSS will display a refreshed DPIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen.

Step 3

The latest information will be displayed.

If not there, a Work Lead or Team Lead needs to update this information. Give them a copy of the email request and advise the M TIN needs to be updated.

```
DPIG          SITE: DPDD  VENDOR SHIPMENT MODULE          PAGE 001
11:18:25     TRANSPORTATION INFORMATION NOTES MAINTENANCE  19SEP2019
-----
ACTN ==> I (I)      RIN/TIN ID ==> TIN      PRINT LOC ==> M (D OR M)
SHIP TO DODAAC ==> W25G1U
***FOR SPECIAL RIN***
RELEASE NUMBER ==>                               SCAC ==>
-----
DLA DISTRIBUTION SUSQUEHANNA      ENFORCES THE REAL ID ACT OF 2005.
AS OF 10 JAN. 2016, DRIVER'S     LICENSES FROM IL, WA, NM, MO, AND
MN ARE NOT ACCEPTABLE FORMS OF ID ON THEIR OWN. DRIVERS WITHOUT
ALTERNATE FORMS OF ID MAY BE DENIED ACCESS TO THE INSTALLATION. REFER
TO SDDC CUSTOMER ADVISORY, 9 SEPT. 2015 CA-15-09/09-0107.

LAST UPDATE:  YRE3955    13JAN2016

-----F1=MENU-----F2=NEXT TRANS-----F3=EXIT VSM-----F5=BOOKMARK-----
TRANS CONTINUES                                NEXT TRANS==>
```

Spot Bid Shipments

Introduction

Spot Bids are used for one-time only, unique (including over dimensional and overweight) shipments.

However, they are not limited to just over dimensional and overweight shipments.

- Note that includes unique shipments.
- Shipments to Holbrook, NY are unique as tolls are so high and there is very congested traffic so carriers can't honor their rates posted in GFM.

Shipments that exceed dimensions

If a shipment exceeds these dimensions, then it is over dimensional:

- Length—636" or 53'
- Width—102" or 8'6"
- Height—162" or 13'6"

The height is measured from the ground to the highest point of cargo after loading. Height of trailer must be figured in the calculations.

Maximum legal height	Dimensions
load on flatbed	generally 102"
load on Stepdeck	generally 120"
load on RGN	generally 144"

An overweight shipment is any non-divisible article which requires an excess weight permit. Note that the term "non-divisible" is critical.

As a general rule, maximum weight that can be hauled legally without permits is 45,000 lbs.

- Maximum weight, to include weight of the tractor trailer, is 80,000 lbs.
- Newer trucks can weigh 40,000 lbs.; therefore, use 40,000 lbs. as the cutoff for making one a Spot Bid to accommodate the newer trucks.

Permits are needed for over-dimensional or overweight shipments

The request from DLA Disposition Services should specify if a shipment needs permits. If you think it does and it is not specified, contact the Scheduler.

Request provides freight information: make, model number, serial number, nomenclature, etc. This information is required for the carrier to obtain permits. If this information is not provided, contact the Scheduler.

Spot Bid Shipments, Continued

Steps for processing Spot Bids

Follow the steps below for processing Spot Bids.

Step	Action						
1	To process Spot Bids, go to the ETA Main Page. https://eta.sddc.army.mil/ETASSOPortal/default.aspx						
2	From the ETA GFM Page, click “Spot Bid.”						
3	Click “Closed Shipments.”						
4	<p>Arrow on down to the more current dates.</p> <p>If you see one that has the same Origin and Destination as your shipment, click on it.</p> <p>It doesn’t matter if you did it, or someone else.</p>						
5	Click “View” for Shipment ID.						
6	<p>Review to make sure it is similar to your shipment. If so, use the Copy Function in GFM to save processing time.</p> <p>Regardless of whether you can use this to copy from, click “Main Menu.”</p> <table border="1" data-bbox="342 915 1544 1100"> <thead> <tr> <th data-bbox="342 915 656 951">If you...</th> <th data-bbox="656 915 1544 951">Then go to the...</th> </tr> </thead> <tbody> <tr> <td data-bbox="342 951 656 1026">can copy from this</td> <td data-bbox="656 951 1544 1026">“Copy Another Spot Bid in GFM” section in this module Error! Reference source not found.</td> </tr> <tr> <td data-bbox="342 1026 656 1100">can’t copy from this</td> <td data-bbox="656 1026 1544 1100">“Spot Bids When You Can’t Copy Another On” section in this module</td> </tr> </tbody> </table>	If you...	Then go to the...	can copy from this	“Copy Another Spot Bid in GFM” section in this module Error! Reference source not found.	can’t copy from this	“Spot Bids When You Can’t Copy Another On” section in this module
If you...	Then go to the...						
can copy from this	“Copy Another Spot Bid in GFM” section in this module Error! Reference source not found.						
can’t copy from this	“Spot Bids When You Can’t Copy Another On” section in this module						

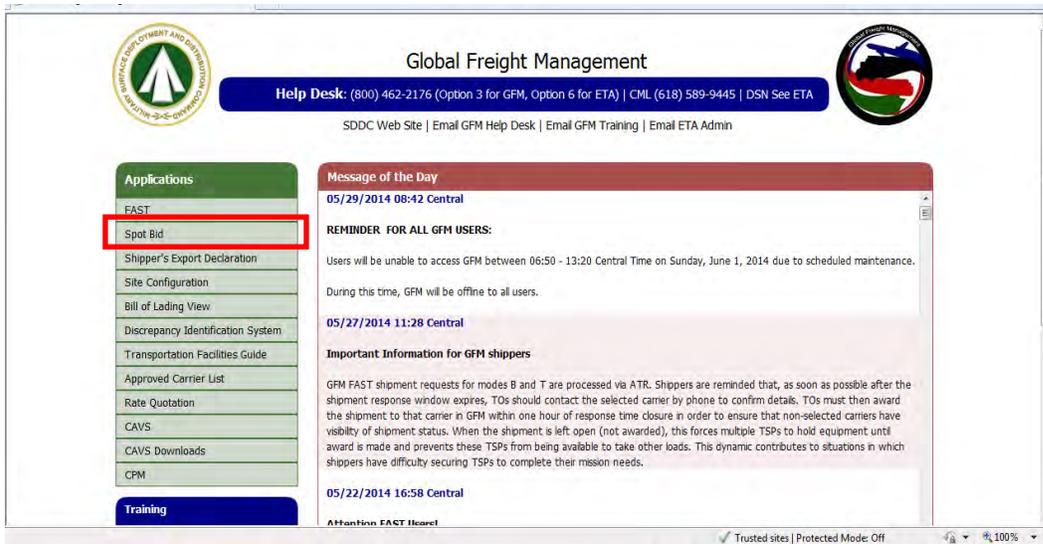
Spot Bid Shipments, Continued

Step 1

To process Spot Bids, go to the ETA Main Page.
<https://eta.sddc.army.mil/ETASSOPortal/default.aspx>

Step 2

From the ETA GFM Page, click “Spot Bid.”



Step 3

Click “Closed Shipments.”



Spot Bid Shipments, Continued

Step 4

Arrow on down to the more current dates.

If you see one that has the same Origin and Destination as your shipment, click on it.

It doesn't matter if you did it, or someone else.

Shipment Id	Origin	Destination	Requestor	Bid Close Date	Availability Date	Remarks
S005262283	FT LEWIS, WA	TUCSON, AZ	Barbara Hanna	09/22/2011 10:00	09/26/2011 20:00	
S005281026	NAS N IS, CA	BICKNELL, IN	Barbara Hanna	10/13/2011 10:00	10/17/2011 09:00	48 FOOT FLATBED W
S005284170	USPFO ID BOISE, ID	HILL AFB, UT	Barbara Hanna	10/17/2011 08:00	10/19/2011 09:00	48 ft flatbed with tarps
S005292265	NAS N IS, CA	BARSTOW, CA	Barbara Hanna	10/21/2011 10:00	10/26/2011 09:00	RGN REQUESTED
S005304101	SELFRIDGE ANG BS, MI	COLUMBUS, OH	Barbara Hanna	10/26/2011 11:00	10/31/2011 09:00	2 RGNs TO MOVE 2 J
S006768194	MCB CMP LEJEUNE, NC	ANNISTON AD, AL	WILLIAM SIMPSON	05/05/2014 19:00	05/0	
S006770243	VANCE AFB, OK	TEXARKANA, TX	Naomi Gelsing	05/06/2014 15:30	05/0	
S006779169	OKLAHOMA CY, OK	NEW CUMBERLAND, PA	Linda CHARLESWORTH	05/09/2014 09:00	05/1	
S006784253	DD MECHANICSBURG, PA	HOLBROOK, NY	Phyllis Brown Robinson	05/12/2014 12:00	05/1	
S006785721	DYESS AFB, TX	TEXARKANA, TX	JEWEL POTTER	05/13/2014 07:00	05/1	
S006798749	TEMPLE, TX	MCALESTER, OK	WILLIAM SIMPSON	05/16/2014 15:00	05/2	
S006811529	JOHNSTOWN, PA	LETTERKENNY AD, PA	JEWEL POTTER	05/23/2014 07:00	05/2	

Step 5

Click "View" for Shipment ID.

Shipment Navigation Screen

Shipment ID: S006784253, Description: Origin : 206709270 Dest : 179547000

Unit ID: U006784255, Description: FAK (See MFTRP 1C for Cargo Liability)

Spot Bid Shipments, Continued

Step 6

Review to make sure it is similar to your shipment. If so, use the Copy Function in GFM to save processing time.

Regardless of whether you can use this to copy from, click “Main Menu.”

If you...	Then go to the...
can copy from this	“Copy Another Spot Bid in GFM” section in this module Error! Reference source not found.
can't copy from this	“When You Cannot Copy Another Spot Bid” section in this module

Shipment Header Screen

NOTE: Fields marked with an * are mandatory!

NOTE: The current date-time is: Friday 6/6/2014 - 8:07:58 AM EST

NOTE : DO NOT USE SPOT BID FOR ANY CAT I OR II AA&E SHIPMENT.

Shipment ID: S006784253
 Status: **Closed**
 GBLOC: DOSC
 Site: 50
 *Security Risk: **[U] Unclassified**
 *Military Code: DLA
 Way Bill:
 DTTS:
 *Bid Close (Eastern Time): May 12 2014
 12 00 pm

Origin Address	Destination Address
*SPLC: 206709270	*SPLC: 179547000

Copy Another Spot Bid in VSM

Steps for copying another Spot Bid in VSM

Follow the steps below for copying another Spot Bid in VSM.

Step	Action
1	From the Spot Bid Menu, select the correct shipment category.
2	<p>Arrow down to the shipment you want to copy and then arrow all the way over to the right.</p> <p>Click on “Copy” on the far right hand side.</p>
3	<p>GFM then copies it and gives the new shipment its own Shipment ID. It is added to the “Incomplete Shipment List.”</p> <p>Arrow down to the bottom to see the new shipment.</p> <p>If someone else’s name was on the original, their name will be in the “Requestor” column. This needs to be edited.</p> <p>Click “Shipment ID” for the new shipment.</p>
4	<p>Keep in mind that this is the new shipment, but the details are for the one you copied.</p> <p>Change any fields/details that need to be changed.</p> <p>The following fields will probably always be changed:</p> <ul style="list-style-type: none"> • Dates/Times for Bid Close • Availability Date • Required Delivery Date <p>If you copied</p> <ul style="list-style-type: none"> • one of your own shipments, your information will be filled in as Requestor. • someone else’s, change info to you. <p>Edit Remarks with info for your shipment.</p> <p><u>Note:</u> Issuing Officer info should already be filled in correctly.</p> <p>Arrow down and check “Truck.”</p> <p>Click “Shipment Tree.”</p>

Copy Another Spot Bid in VSM, Continued

Steps for copying another Spot Bid in VSM

Follow the steps below for copying another Spot Bid in VSM.

Step	Action
5	Click “Edit” for Unit ID.
6	Change Requisition Number. Under Items, make any changes to the specifics for your shipment. Arrow to bottom of page. Click “Shipment Tree.” Go to the section “Finish Up the Spot Bid Process in GFM” in this module.

Copy Another Spot Bid in VSM, Continued

Step 1

From the Spot Bid Menu, select the correct shipment category.



Step 2

Arrow down to the shipment you want to copy and then arrow all the way over to the right.

Click on "Copy" on the far right hand side.

SIMPSON	05/05/2014 19:00	05/07/2014 09:00	ONCE A CARRIER SUBMITS A BID AND IS UNABLE TO PERFORM THE TRANSPORTATION STATED.	COPY
inger	05/06/2014 15:30	05/08/2014 09:00		COPY
RLESWORTH	05/09/2014 09:00	05/12/2014 09:00		COPY
vn Robinson	05/12/2014 12:00	05/13/2014 08:00	UNIQUE DELIVERY LOCATION. REQUEST 1 48FT. FTLDBED. FREIGHT OF ALL KINDS. 26 PALL	COPY
OTTER	05/13/2014 07:00	05/15/2014 09:00	2 - STRETCH RGNS FOR 2 TRAVEL TRAILERS. MAKE: GULF STREAM. 6,200 LBS EACH. DIMS:	COPY
SIMPSON	05/16/2014 15:00	05/21/2014 09:00	ONCE A CARRIER SUBMITS A BID AND IS UNABLE TO PERFORM THE TRANSPORTATION STATED.	COPY
OTTER	05/23/2014 07:00	05/27/2014 09:00	RGN. 1 PC, 53,300LBS, DIMS: 467 X 96 X 140 INCHES. MAKE: WRECKER. SN 551375	COPY



Copy Another Spot Bid in VSM, Continued

Step 3

GFM then copies it and gives the new shipment its own Shipment ID. It is added to the “Incomplete Shipment List.”

Arrow down to the bottom to see the new shipment.

If someone else’s name was on the original, their name will be in the “Requester” column. This needs to be edited.

Click “Shipment ID” for the new shipment.

Incomplete Shipment List				
Main Menu				
Shipment Id	Origin	Destination	Requestor	Remarks
S005371687	RED HSE, WV	WRIGHT PATTEN AFB, OH	JEWEL POTTER	177 DOZER W RPS 61G1233, NSN 2410-00-1 INCHES, 5
S005398914	FT BENNING, GA	ROBINS AFB, GA	Barbara Hanna	IGN with PERMITS - MILLER TRAILER - DIM
S005429730	FT STEWART, GA	ROBINS AFB, GA	IRVIN BROWN	2 168 x 120 x 108 @ 1700 lbs
S005473474	FT HOOD, TX	HOOKS, TX	Craig Beatty	IGN REQUESTED DG7 DOZER DIMS 168 X 1
S006732296	ALTUS AFB, OK	MCALESTER, OK	Phyllis Brown Robinson	40 X 96 X 112 AT ON SHIPMENT PERMITS AND TARPS REQUI 690PAF37AT78 MANUF
S006784252	DDD MECHANICSBURG, PA	HOLBROOK, NY	Phyllis Brown Robinson	UNIQUE DELIVERY LOCATION. REQUEST 1 KONDS. 26 PALL
S006842035	DDD MECHANICSBURG, PA	HOLBROOK, NY	Phyllis Brown Robinson	UNIQUE DELIVERY LOCATION. REQUEST 1 KONDS. 26 PALL



Copy Another Spot Bid in VSM, Continued

Step 4

Keep in mind that this is the new shipment, but the details are for the one you copied.

Change any fields/details that need to be changed.

The following fields will probably always be changed:

- Dates/Times for Bid Close
- Availability Date
- Required Delivery Date

Shipment ID: S006842035 Status: Incomplete GBLOC: DOSC Site: 50 *Security Risk: [U] Unclassified *Military Code: DLA Way Bill: <input type="text"/> DTTS: <input type="checkbox"/>	
*Bid Close (Eastern Time): June 6 2014 12 45 pm	
Origin Address	Destination Address
*SPLC: 206709270 <input type="button" value="Search"/>	*SPLC: 179547000 <input type="button" value="Search"/>
*Name: DRMO MECHANICSBURG BLDG 205 E	*Name: CRESTWOOD METALS
*Street #1: 5450 CARLISLE PIKE, BLDG 205	*Street #1: 1100 LINCOLN AVENUE
Street #2: <input type="text"/>	Street #2: <input type="text"/>
City: DDD MECHANICSBURG	City: HOLBROOK
State: PA	State: NY
Availability Date: June 12 2014 08 am	Required Delivery Date: June 13 2014 02 pm No Later Than:

Copy Another Spot Bid in VSM, Continued

Step 4, continued

If you copied

- one of your own shipments, your information will be filled in as Requestor.
- someone else's, change info to you.

Edit Remarks with info for your shipment.

Note: Issuing Officer info should already be filled in correctly.

Arrow down and check “Truck.”

Click “Shipment Tree.”

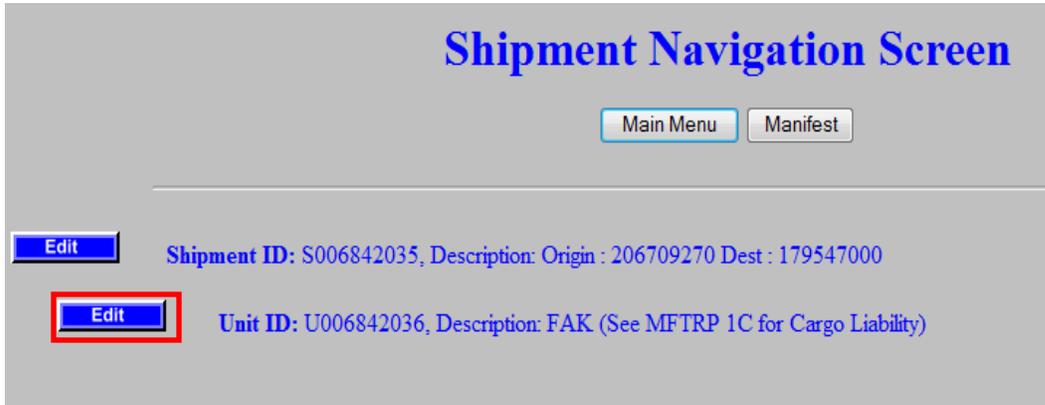
The screenshot shows the 'Shipment Header Screen' with the following data:

Totals:		Requester:	
Quantity:	23400.0 LB	*Name:	Phyllis Robinson
Cubic Feet:	1213	*Phone #:	7177707641
		Fax #:	7177702701
Commodity Code:	999913	Email:	phyllis.robinson@dla.mil
Remarks:	UNIQUE DELIVERY LOCATION. REQUEST 1 48FT. FTLD8ED. FREIGHT OF ALL KINDS. 26 PALLETS DIMS 40X48X42. NO TARPS REQUIRED		
Consignor Load: <input type="checkbox"/> Consignee Unload: <input type="checkbox"/> Free Time: <input type="text"/> minutes			
Issuing Office:			
*Issuing Officer Name:	SHERRI TROUP		
*Issuing Officer Title:	DIVISION CHIEF		
*Issuing Office Name:	DLA DISTRIBUTION		
*Street #1:	2001 MISSION DRIVE		
Street #2:	BLDG 54-5		
*City:	NEW CUMBERLAND A		
*State:	PA		

Copy Another Spot Bid in VSM, Continued

Step 5

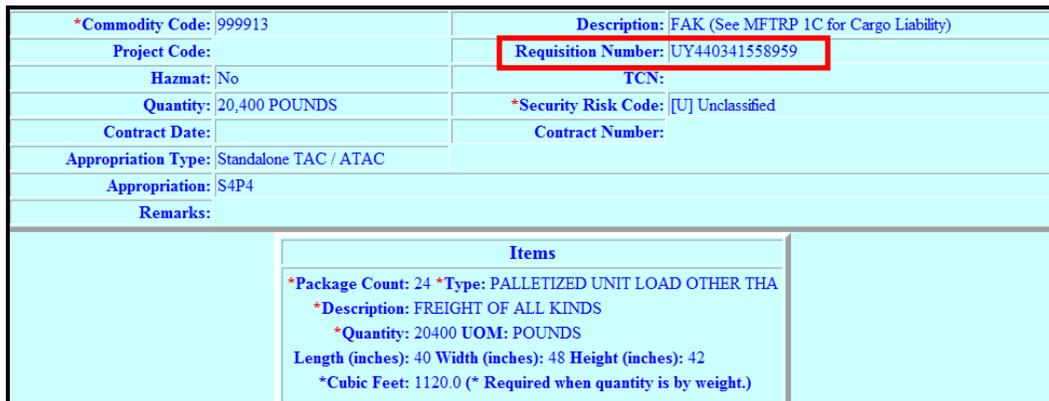
Click “Edit” for Unit ID.



Step 6

Change Requisition Number.

Under Items, make any changes to the specifics for your shipment.



Arrow to bottom of page.

Click “Shipment Tree.”

Go to the section “Finish Up the Spot Bid Process in GFM” in this module.



When You Cannot Copy Another Spot Bid

Steps to follow when you cannot copy another spot bid

Follow the steps below for when you cannot copy another spot bid.

Step	Action
1	<p>If there are no other shipments in GFM that are similar to yours, add your information in GFM.</p> <p>From the Spot Bid Menu, click “Add New Shipment.”</p>
2	<p>Change the “Military Code” field to “DLA.”</p> <p>Input the date and time in the “Bid Close” field. Pay attention to the am/pm indicator.</p> <p><u>Note:</u> The minimum a bid can be open is 4 hours. If you select anything less than 4 hours, it won’t let you submit it.</p> <p>Input the following information in the “Origin Address” block:</p> <ul style="list-style-type: none"> • SPLC • Name • Address • Availability (Pickup) Date/Time. <p>Input the following information in the “Destination Address” block:</p> <ul style="list-style-type: none"> • SPLC • Name • Address • Required Delivery Date/Time. <p><u>Note:</u> Use same SPLC’s you found when you did your checks in VSM/Mainframe. Watch am/pm indicator.</p>
3	<p>Requester: The system repopulates this, based on login to GFM.</p> <p><u>Note:</u> If system displays your personal email, change it to disposition@dla.mil.</p> <p>Input in Remarks – Anything that would be helpful for carrier to formulate a bid. Such as, type equipment being requested, dimensions and/or weight, nomenclature, model number, serial number, NSN, etc.</p> <p>Check “Consignor Load” and “Consignee Unload.”</p>

When You Cannot Copy Another Spot Bid, Continued

Steps to follow when you cannot copy another spot bid, continued

Follow the steps below for when you cannot copy another spot bid.

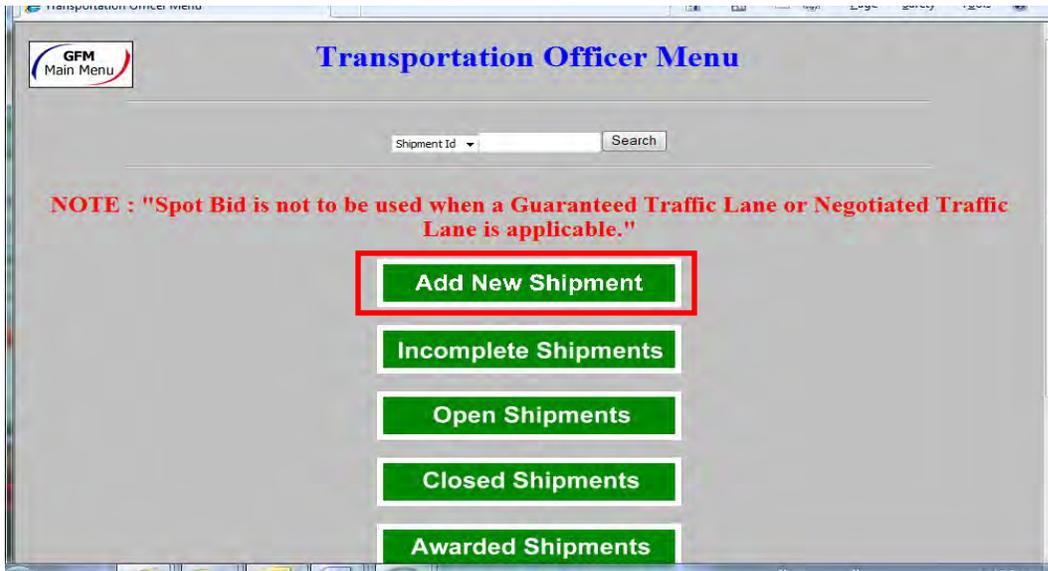
Step	Action
4	Complete the Issuing Office Information.
5	For Mode, select “Truck.” <u>Note:</u> Don’t select any Services unless specifically requested. Click “New Unit.”
6	Input: <ul style="list-style-type: none"> • Commodity Code (Option to use “Search” button) • Requisition Number (Should be on Shipping Request) • “Unclassified” (from the drop down menu) in the “Security Risk Code” field • “Standalone TAC/ATAC” (from the drop down menu) in the “Appropriation Type” field Click “Assign.”
7	Input “S4P4” (All Caps) in the “Abbreviated Code” field. Click “Assign.”
8	TAC Code populates in “Appropriation” area.
9	Arrow to bottom of page. Click “Shipment Tree.”
10	Go to “Finish up the Spot Bid Process in GFM” in this manual.

When You Cannot Copy Another Spot Bid, Continued

Step 1

If there are no other shipments in GFM that are similar to yours, add your information in GFM.

From the Spot Bid Menu, click “Add New Shipment.”



Step 2

Change the “Military Code” field to “DLA.”

Input the date and time in the “Bid Close” field. Pay attention to the am/pm indicator.

Note: The minimum a bid can be open is 4 hours. If you select anything less than 4 hours, it won’t let you submit it.



When You Cannot Copy Another Spot Bid, Continued

Step 2, continued

Input the following information in the “Origin Address” block:

- SPLC
- Name
- Address
- Availability (Pickup) Date/Time.

Input the following information in the “Destination Address” block:

- SPLC
- Name
- Address
- Required Delivery Date/Time.

Note: Use same SPLC’s you found when you did your checks in VSM/Mainframe.
Watch am/pm indicator.

Origin Address		Destination Address	
*SPLC:	746693250 <input type="button" value="Search"/>	*SPLC:	662940000 <input type="button" value="Search"/>
*Name:	DLA Disposition Services	*Name:	New Phoenix Metals
*Street #1:	Bldg 318	*Street #1:	6400 Industrial Drive
Street #2:	820 Specker Ave	Street #2:	
City:		City:	
State:		State:	
Availability Date:	June 9 2014 09 am	Required Delivery Date:	June 11 2014 02 pm
		No Later Than:	

When You Cannot Copy Another Spot Bid, Continued

Step 3

Requester: The system repopulates this, based on login to GFM.

Note: If system displays your personal email, change it to disposition@dla.mil.

Input in Remarks – Anything that would be helpful for carrier to formulate a bid. Such as, type equipment being requested, dimensions and/or weight, nomenclature, model number, serial number, NSN, etc.

Check “Consignor Load” and “Consignee Unload.”

Totals:		Requester:	
Quantity:	0.0 LB	*Name:	Donna Shockley
Cubic Feet:	0	*Phone #:	7177705661
		Fax #:	7177702701
Commodity Code:		Email:	disposition@dla.mil
Remarks:	NEED RGN TO TRANSPORT: NOMENCLATURE: TRACTOR, WHEELED, DOZER. MAKE: CLARK EQUIPMENT CO, MODEL 290M, SER: 62550, NSN: 2420-00-088-9384. DIMS: 300 X		
Consignor Load:	<input checked="" type="checkbox"/>	Consignee Unload:	<input checked="" type="checkbox"/>
Free Time:		minutes	

Step 4

Complete the Issuing Office Information.

Issuing Office:	
*Issuing Officer Name:	SHERRI TROUP
*Issuing Officer Title:	CHIEF DLA DISTRIBUTION
*Issuing Office Name:	DLA DISTRIBUTION
*Street #1:	M AVENUE, BLDG 54-5
Street #2:	
*City:	NEW CUMBERLAND
*State:	PA
Country:	UNITED STATES

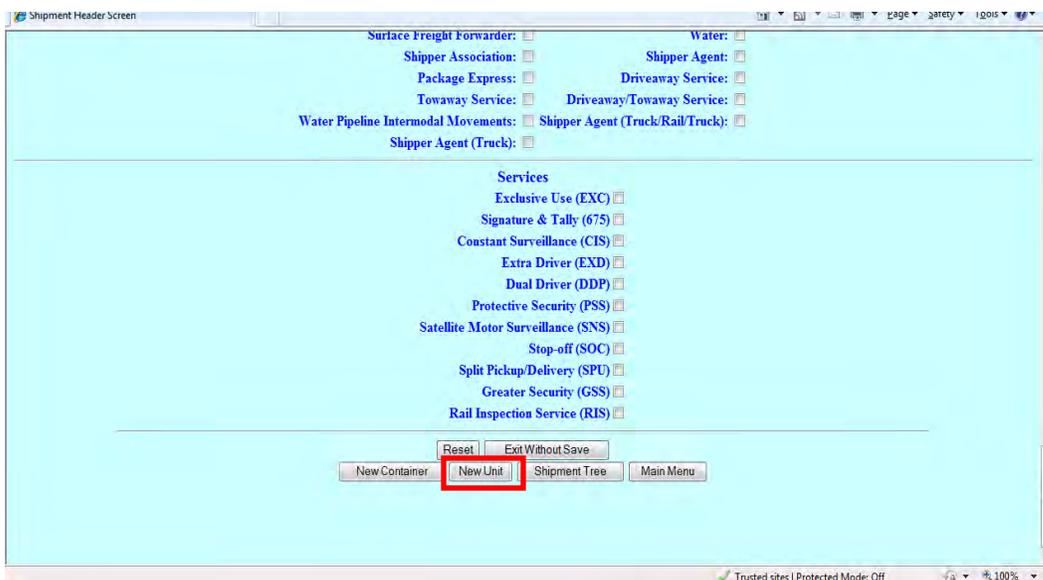
When You Cannot Copy Another Spot Bid, Continued

Step 5

For Mode, select “Truck.”

Note: Don’t select any Services unless specifically requested.

Click “New Unit.”



When You Cannot Copy Another Spot Bid, Continued

Step 6

Input:

- Commodity Code (Option to use “Search” button)
- Requisition Number (Should be on Shipping Request)
- “Unclassified” (from the drop down menu) in the “Security Risk Code” field
- “Standalone TAC/ATAC” (from the drop down menu) in the “Appropriation Type” field

Click “Assign.”

The screenshot shows a web-based form for entering shipment requests. Key fields are highlighted with red boxes:

- *Commodity Code:** 132300 (with a search button)
- Requisition Number:** UY03041506844
- *Security Risk Code:** UJ Unclassified
- Appropriation Type:** Standalone TAC / ATAC (with an 'Assign' button)

Other visible fields include Project Code, Hazmat, Quantity (0 POUNDS), Contract Date, Contract Number, and an 'Items' section with fields for Package Count, Type, Description, Quantity, UOM, Length, Width, and Height.

Step 7

Input “S4P4” (All Caps) in the “Abbreviated Code” field.

Click “Assign.”

The screenshot shows a browser window displaying the 'Standalone TAC/ATAC' form. The 'Abbreviated Code' field is highlighted with a red box and contains the value 'S4P4'. The form includes 'Assign' and 'Cancel' buttons and a note: 'NOTE: Fields marked with an * are mandatory!'.

When You Cannot Copy Another Spot Bid, Continued

Step 8

TAC Code populates in “Appropriation” area.

*Commodity Code:	132300 <input type="button" value="Search"/>
Project Code:	<input type="text"/>
Hazmat:	No
Quantity:	0 POUNDS
Contract Date:	<input type="text"/> <input type="text"/> <input type="text"/>
Appropriation Type:	Standalone TAC / ATAC <input type="button" value="Assign"/>
Appropriation:	S4P4
Remarks:	<input type="text"/>

Input material information.

Note: Quantity is not the number of pieces. It is the number of pounds.
Cube will calculate once dimensions are added.

Items	
*Package Count:	1
*Type:	VEHICLE
*Description:	TRACTOR, WHEELED, DOZER IND
*Quantity:	55100
UOM:	LB POUNDS
Length (inches):	300
Width (inches):	136
Height (inches):	143
*Cubic Feet:	3376.4
(* Required when quantity is by weight.)	

Step 9

Arrow to bottom of page. Click “Shipment Tree.”

<input type="button" value="Shipment Header"/>	<input type="button" value="New Hazardous"/>	<input type="button" value="Shipment Tree"/>	<input type="button" value="Main Menu"/>
--	--	--	--

Step 10

Go to “Finish up the Spot Bid Process in GFM” in this manual.

Finish Up the Spot Bid Process in GFM (No Edits)

Introduction

Steps are same no matter if you are processing a copied shipment or one created with a new shipment.

Edits are made from this screen.

Steps for finishing up the Spot Bid process in GFM when there are no edits

Follow the steps below for finishing up the Spot Bid process in GFM when there are no edits.

Step	Action
1	If no edits are needed, click “Manifest.”
2	Click “Printable Copy.”
3	Print document and review for accuracy. <u>Note:</u> If looking for Shipment ID Number, it is under Marks and Annotations on far right hand side.

Finish Up the Spot Bid Process in GFM (No Edits), Continued

Step 1

If no edits are needed, click “Manifest.”



Step 2

Click “Printable Copy.”



Finish Up the Spot Bid Process in GFM (No Edits), Continued

Step 3

This page appears. Print document and review for accuracy.

Note: If looking for Shipment ID Number, it is under Marks and Annotations on far right hand side.

https://stallion.eta.sddc.army.mil/sb/SpotBidScreen?file=allcblS006833197_20140603.10...

DESTINATION (Name, address and ZIP code) New Phoenix Metal 6400 Industrial Drive GREENVILLE, TN US			SPLC (Dest.) 662940000		ORIGIN (Name, address and ZIP code) DLA Disposition Services Bldg 318 320 Specular Ave FT CARSON, CO US			SPLC (Orig.) 746693250			
CONSIGNEE (Name, address and ZIP code of installation)					SHIPPER (Name, address and ZIP code)						
APPROPRIATION CHARGEABLE SPM					BILL CHARGES TO (Dis/Agency, bureau/office mailing address and ZIP code) PowerTrack, U.S. Bank EP-MN-L27C 200 South Sixth Street Minneapolis, MN 55402						
VIA (Route shipment when advantageous to the Government)					PWRTRK						
MARKS AND ANNOTATIONS (U) NEED RGN TO TRANSPORT: NOMENCLATURE: TRACTOR, WHEELED, DOZER. MAKE: CLARK EQUIPMENT CO, MODEL 296M, SER: 6250, NSN: 2420-90-089-0384. DIMS: 300 X 134 X 143. WEIGHT: 55,100. PERMITS SHOULD BE INCLUDED IN BID MUST					LOAD ON 6-8-14 AT 0900 AND DELIVER 6-11-14 BET 0800-1400. NO CHANGES ON PICKUP OR DELIVERY TIMES.					RDD-2014-06-1 6096833197	
TOTAL PKGS.		DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use clear nontechnical description)			QUANTITY (Pounds, Gallons or Barrels)		FOR USE OF BILLING CARRIER ONLY				
NO	KIND	HM					Services	Rate	Charges		
1	VE		CLASSIFICATION ITEM NO 132300 Tractor, NOL, powerd with steam or internal combustion engine FCN: CT:3376.4 COMMODITY:132300 TRACTOR, WHEELED, DOZER (VD) 1 VE CT:3376.4 300.134 X 143 55100.0LB			55100.0 LB	DRAFT COPY				
1	VE		Mileage 748 TOT QTY:55100LB CT:3376			55100.0LB	TOTAL CHARGES				
TARIFF/SPECIAL RATE AUTHORITY SPOTBID			PICKUP SERVICE FURNISHED VEHICLE FULLY LOADED		SHIPPER'S INITIALS		ROUTE ORDER/RELEASE NUMBER				
STOP SHIPMENT AT		FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS									
		INITIALS & NO.		SEAL NUMBERS		LENGTH/CUBE		MARKED CAPACITY		DATE	
FOR				ORDERED		FURNISHED		ORDERED		FURNISHED	
		APPLIED BY									
CARRIER'S PICKUP DATE			SIGNATURE OF AGENT			PER		CARRIER WAY/FREIGHT BILL NO. AND DATE			
MODE	ESTIMATE	NO CLS/TLS	TYPE RATE	PSC	REASON	DELIVERED ON DATE		AT (Actual delivery point)			
		#									
ISSUING OFFICER AND OFFICE (issuing officer name, office and complete address) SHERRI TROUP CHIEF DLA DISTRIBUTION DLA DISTRIBUTION M AVENUE, BLDG 54-5 NEW CUMBERLAND, PA US						BY (Name of the delivering carrier)					
						GBLOC		DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED			
						DOSC		SHORTAGE <input type="checkbox"/> DAMAGED <input type="checkbox"/>			
CONTRACT/PURCHASE ORDER NO. AND FOB POINT						DATED		NAME OF BILLING CARRIER			
								SIGNATURE OF AGENT			
THIS IS TO CERTIFY THAT FOR TRANSPORTATION IF THIS SHIPMENT IS TO THE CARRIER SHALL NOT						RECEIVED, SUBJECT TO THE TENDERS AND RULES IN EFFECT ON THE DATE OF THE ISSUE OF THIS BILL OF LADING, THE PROPERTY DESCRIBED ABOVE IN APPARENT GOOD ORDER, EXCEPT AS NOTED (CONTENTS AND CONDITIONS OF CONTENTS OF PACKAGES UNKNOWN), MARKED, CONSIGNED, AND DESTROYED AS INDICATED ABOVE WHICH SAID CARRIER (THE WORD CARRIER BEING UNDERSTOOD THROUGHOUT THIS CONTRACT AS MEANING ANY PERSON OR CORPORATION IN POSSESSION OF THE PROPERTY UNDER THE CONTRACT) AGREES TO CARRY TO ITS USUAL PLACE OF DELIVERY AT SAID DESTINATION, IF ON ITS ROUTE, OTHERWISE TO DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED AS TO EACH CARRIER OF ALL OR ANY OF SAID PROPERTY OVER ALL OR ANY					

Finish Up the Spot Bid Process in GFM (Edits)

Steps for finishing up the Spot Bid process in GFM when there are edits

Follow the steps below for finishing up the Spot Bid process in GFM when there are edits.

Step	Action
1	<p>If edits are necessary, go back to Shipment Navigation Screen and click Edit for the section to be edited.</p> <p>Click “Manifest” again.</p>
2	<p>Click “Open for Bid”</p> <p>Wait until bid period closes to see any bids.</p>
3	<p>Verify solicitation is really open by clicking “Open Shipments.”</p>
4	<p>Shipment should be listed. There may be others listed too.</p> <p>Make a note of Shipment ID Number.</p>
5	<p>After solicitation time has expired, go to GFM and click “Closed Shipments.”</p>
6	<p>Arrow to the bottom; locate the shipment and click on it.</p>
7	<p>Click “Manifest.”</p>
8	<p>Click “Award Screen.”</p>
9	<p>This is the list of carriers who have put in bids for this load. Print this list and close GFM.</p> <p>Compare the list of carriers against the Non Use List.</p> <ul style="list-style-type: none"> • You can find this list at I:\J34 TOJ34 TOT\DPMS Enterprise Team\Enterprise Transportation\CARRIER SERVICE FAILURES\NON USE STATUS (carriers).xls • This list changes frequently so verify it before calling any carriers. • The list is in order by SCAC. <p>If you find any on the Non Use List, annotate that on paperwork. Once you have eliminated the ones in Non Use Status, start at the top of the list and call/offer load to lowest carrier.</p> <p>If a carrier refuses, they are to be placed immediately in Non Use Status. For instructions, see the “Carrier Performance Letters” section in this module. Error! Reference source not found.</p> <p>Once carrier is confirmed as accepting the load, ask for their email address to send the CBL.</p> <p>Have a Lead build a MTMC Release for shipment.</p> <p>Go to the “Processing Specialized Equipment Shipments in VSM” section of this module.</p>

Finish Up the Spot Bid Process in GFM (Edits), Continued

Step 1

If edits are necessary, go back to Shipment Navigation Screen and click **Edit** for the section to be edited.

Click “Manifest” again.



Step 2

Click “Open for Bid”

Wait until bid period closes to see any bids.



Finish Up the Spot Bid Process in GFM (Edits), Continued

Step 3

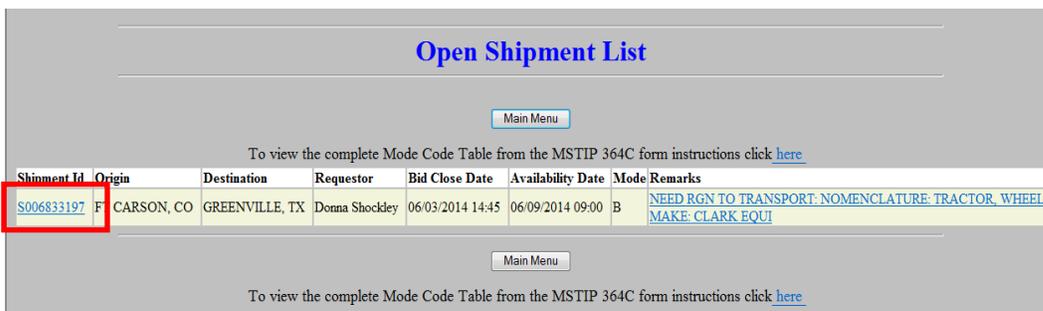
Verify solicitation is really open by clicking “Open Shipments.”



Step 4

Shipment should be listed. There may be others listed too.

Make a note of Shipment ID Number.



Finish Up the Spot Bid Process in GFM (Edits), Continued

Step 5

After solicitation time has expired, go to GFM and click “Closed Shipments.”

Transportation Officer Menu

Shipment Id Search

NOTE : "Spot Bid is not to be used when a Guaranteed Traffic Lane or Negotiated Traffic Lane is applicable."

Add New Shipment

Incomplete Shipments

Open Shipments

Closed Shipments

Awarded Shipments

Step 6

Arrow to the bottom; locate the shipment and click on it.

S006815487	NAS PENSACOLA, FL	GREENVILLE, TX	Phyllis Brown Robinson	05/27/2014 13:30	06/02/2014 09:00	REQUEST 1 RGN PER TA35 A S32A37 SERIA
S006824042	N LTL ROCK, AR	TEXARKANA, TX	JEWEL POTTER	05/30/2014 07:00	06/05/2014 09:00	RGN, 1 PC, DIMS: 320 NO. 3410019
S006824081	SIERRA AD, CA	DAVIS MONTHAN AFB, AZ	JEWEL POTTER	05/30/2014 07:00	06/09/2014 08:00	RGN, 1 PC, DIMS: 300 27,420 LBS
S006833197	T CARSON, CO	GREENVILLE, TX	Donna Stockley	06/03/2014 14:45	06/09/2014 09:00	NEED RGN TO TRANS MAKE: CLARK EQUI

Main Menu

Step 7

Click “Manifest.”

Shipment Navigation Screen

Main Menu **Manifest**

View Shipment ID: S006833197, Description: Origin : 746693250 Dest : 662940000

Edit Unit ID: U006833233, Description: Tractors, NOI, powered with steam or internal combustion engines

Finish Up the Spot Bid Process in GFM (Edits), Continued

Step 8

Click “Award Screen.”

Manifest Screen

Printable Copy Award Screen

SHIPPER PROVIDED SHORT FORM BILL OF LADING

Draft **BL #:**

Shipper provided short form Bill of Lading - not negotiable - domestic. All parties hereto and their assigns are familiar with and agree that this Bill of Lading is subject to: (1) the terms and conditions of the Uniform Domestic Straight Bill of Lading set forth in the National Mo and the Uniform Freight Classification and (2) tariffs and classifications in effect on the date hereon.

ORIGIN: SPLC: 746693250, DLA Disposition Services, Bldg 318, 820 Specker Ave, FT CARSON, CO
DESTINATION: SPLC: 662940000, New Phoenix Metals, 6400 Industrial Drive, GREENVILLE, TX
DATES: Availability Date: 9 Jun 2014 Required Delivery Date: 11 Jun 2014
REQUESTOR: Donna Shockley Phone: 717.770.5661

Number Type	HM	Description	Quantity
		Unit: TCN, Origin SPLC: 746693250, Dest SPLC: 662940000, Commodity Code: 132300, Description: Tractors, NOI, powered with steam or internal combustion engines	55100.0 LB
1 VE		Item: TRACTOR, WHEELED, DOZER IND ... Cubic feet: 3376.4 ... L: 300 ... W: 136 ... H: 143	55100 LB

STOPOFF'S:

Printable Copy Award Screen

Step 9

This is the list of carriers who have put in bids for this load. Print this list and close GFM.

Compare the list of carriers against the Non Use List.

- You can find this list at [I:\J34 TO\J34 TOT\DPMS Enterprise Team\Enterprise Transportation\CARRIER SERVICE FAILURES\NON USE STATUS \(carriers\).xls](I:\J34 TO\J34 TOT\DPMS Enterprise Team\Enterprise Transportation\CARRIER SERVICE FAILURES\NON USE STATUS (carriers).xls)
- This list changes frequently so verify it before calling any carriers.
- The list is in order by SCAC.

If you find any on the Non Use List, annotate that on paperwork.

Once you have eliminated the ones in Non Use Status, start at the top of the list and call/offer load to lowest carrier.

Award Screen

Closed Shipment List Best Value Shipment Tree Complete Award

Shipment Id: S006833197
Origin: FT CARSON, CO
Destination: GREENVILLE, TX

Mode:

SCAC	Carrier	Contact Name	Phone	Power Track	Bid Amount	Awarded	Carrier Performance
AOFT	AGL	Brian Maniscalco	7205248097	PT	2960.0	<input type="checkbox"/>	Report Incident
OAEN	A-1 Transportation Services, LLC	Jack Cooke	7203897191	PT	3120.0	<input type="checkbox"/>	Report Incident
HTPS	Hammond Transportation Services Inc	JEN	8162652086	PT	3331.0	<input type="checkbox"/>	Report Incident
CLZS	CST Logistic Services	HEATHER NAY	7203504645	PT	3340.0	<input type="checkbox"/>	Report Incident
TSJB	Transpo Services LTD	john	7854091100	PT	3492.0	<input type="checkbox"/>	Report Incident
ADKD	ANDERSON DIESEL TRUCK SERVICE	JEFF	6082909113	PT	3990.0	<input type="checkbox"/>	Report Incident
DGLH	Dreaming Green Logistics LLC	mkki	9136476686	PT	4101.0	<input type="checkbox"/>	Report Incident
SXHH	SOUTHWEST XPRESS HEAVY HAULERS	kyle	9136476678	PT	4119.0	<input type="checkbox"/>	Report Incident
LWCG	LCI Logistics	Jaime Wright	2052487739	PT	4182.0	<input type="checkbox"/>	Report Incident
NFOB	Network FOB, Inc	ROGER	8779880439	PT	5495.0	<input type="checkbox"/>	Report Incident
RHLT	ROCKHILL TRANSPORT, INC	TROY OR PETE	8664322555	PT	5600.0	<input type="checkbox"/>	Report Incident
UNFF	United Traffic Services UTXL	dan	9133976101	PT	5800.0	<input type="checkbox"/>	Report Incident
WESI	Weston Truck Lines Inc	Brett	2524748121	PT	5900.0	<input type="checkbox"/>	Report Incident
IWKC	Internet Freight Network	RYAN	8774500444	PT	5925.0	<input type="checkbox"/>	Report Incident
KING	King Span	DAVID	8779280777	PT	6425.0	<input type="checkbox"/>	Report Incident
XLGT	XLG Transportation, Inc.	BRYAN SMITH	8129440066	PT	7700.0	<input type="checkbox"/>	Report Incident

Closed Shipment List Best Value Shipment Tree Complete Award

Finish Up the Spot Bid Process in GFM (Edits), Continued

Step 9, continued

If a carrier refuses, they are to be placed immediately in Non Use Status. For instructions, see the “Carrier Performance Letters” section in this module. Error! Reference source not found.

Once carrier is confirmed as accepting the load, ask for their email address to send the CBL.

Have a Lead build a MTMC Release for shipment.

Go to the “Processing Specialized Equipment Shipments in VSM” section of this module.

Rates from GFM

Introduction

“Legal load” shipments are shipments that are not over-dimensional or overweight.

If you have 10 or more like loads, go to the “Rates from Negotiations Route Orders (Form 349)” section of this module.

Steps for getting a rate quotation

Follow the steps below for getting a rate quotation.

Step	Action
1	From the GFM Main Menu, click “Rate Quotation.”
2	Click “Create New Request.”
3	<p>The system defaults to “6” for the Number of SCAC. Change to a higher number, such as “150.”</p> <p>This is the number of carriers that will be returned on the request.</p> <p>Check Capacity Load – the exception would be if an LTL is requested.</p> <p>Input the type of equipment requested: (See “Trailer Selection Guide” section of this module, if you need assistance.)</p> <ul style="list-style-type: none"> • AV1 – LTL (Van - less than truckload) • AV3 – TL (Van - truckload) • AF3 – Flatbed • AH2 - Stepdeck • A30 – RGN <p>Add special services that are requested:</p> <ul style="list-style-type: none"> • Protective Tarping—Accessorial Code is PTS. • Empty Weight Ticket—Accessorial Code is WTV. • Others that are requested can also be added. <p>If any Accessorial Services are needed, click on New List.</p>
4	<p>Input:</p> <ul style="list-style-type: none"> • Origin SPLC—Use SPLC found in VSM or Mainframe 30/3S. • Destination SPLC—Use SPLC found in Mainframe 30/31. • Commodity—Should always be 999913. • Weight—Information received off request. <p>Click “Submit.”</p>

Rates from GFM, Continued

Steps for getting a rate quotation, continued

Follow the steps below for getting a rate quotation.

Step	Action
5	<p>The system will assign a Rate Quote ID. Write down the Rate Quote ID for future research.</p> <p>Click on the Serial Number.</p> <p>To search by Rate Quote ID, input the Rate Quote ID that you wrote down.</p> <p>Click “Search.”</p> <p>The Rate Quote ID will display. Click on it.</p>
6	<p>The “Rate Quotation Result” will be displayed.</p> <p>Page 1 contains the Origin, Destination, Equipment, Mileage, Shipment Weight and the beginning of the list of carriers.</p> <p>Verify information is correct for shipment request. Take special notice that the SPLC’s are actually for the Installation/City that are on request.</p> <p>If the SPLC’s don’t match up with what is on request:</p> <ul style="list-style-type: none"> • Stop and research the SPLC’s. • Have them corrected in system and re-run your request in GFM. • Copy header section that contains the Origin, Destination, Equipment, Mileage, Shipment Weight. • Paste it into a Word Document. • Review the carriers and begin making telephone calls offering shipment. • Review the <ul style="list-style-type: none"> • type equipment • pickup location • date/time of scheduled pickup • delivery location • date/time of scheduled delivery, and • shipment information will be provided to the carrier. • Inform them of any special accessories needed. (Tarps, weight ticket, etc.) <p>As you call a carrier, copy and paste their info onto the Word document and annotate results of the phone call. (No answer, carrier can’t cover, etc.)</p>

Rates from GFM, Continued

Steps for getting a rate quotation, continued

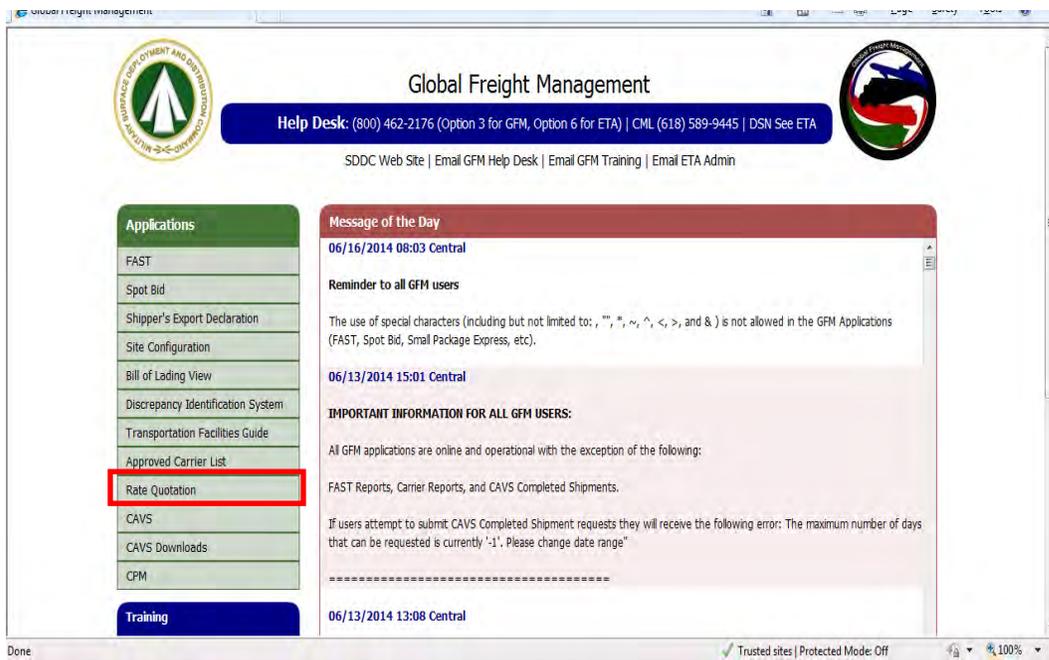
Follow the steps below for getting a rate quotation.

Step	Action
6, con't	When a carrier accepts the shipment, copy and paste that carrier's information into the Word Document. Annotate name and email of person who accepted shipment and telephone number used to contact that carrier. This is important in case another agent needs to contact the carrier concerning the shipment.
7	Click on "CAVS."
8	Click "Tender Search." Input: <ul style="list-style-type: none">• SCAC• Tender Number, and• Supplement (most often Supplement is "00").

Rates from GFM, Continued

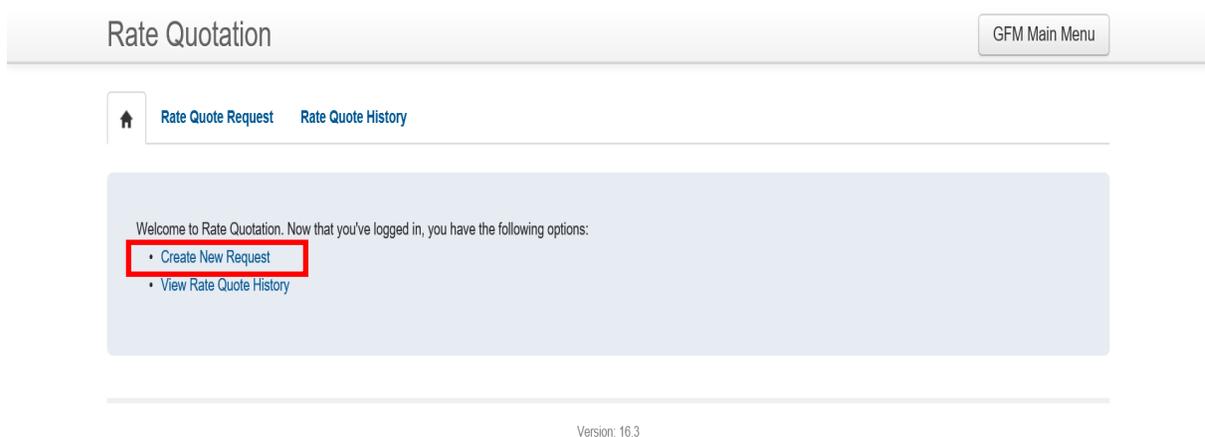
Step 1

From the GFM Main Menu, click “Rate Quotation.”



Step 2

Click “Create New Request.”



Rates from GFM, Continued

Step 3

The system defaults to 6 for the Number of SCAC. Change to a higher number, such as 150. This is the number of carriers that will be returned on the request.

Check Capacity Load – the exception would be if an LTL is requested.

Input the type of equipment requested: (See “Trailer Selection Guide” section of this module, if you need assistance.)

- AV1 – LTL (Van - less than truckload)
- AV3 – TL (Van - truckload)
- AF3 – Flatbed
- AH2 - Stepdeck
- A30 – RGN

Add special services that are requested:

- Protective Tarping—Accessorial Code is PTS.
- Empty Weight Ticket—Accessorial Code is WTV.
- Others that are requested can also be added.

If any Accessorial Services are needed, click on New List.



Rates from GFM, Continued

Step 4

Input:

- Origin SPLC—Use SPLC found in VSM or Mainframe 30/3S.
- Destination SPLC—Use SPLC found in Mainframe 30/31.
- Commodity—Should always be 999913.
- Weight—Information received off request.

Click “Submit.”

The screenshot shows the 'Rate Quotation' form with the following data entered in the 'Request Parameters' section:

Origin*	Destination*	Commodity/STCC*	Weight/Gallons*
SPLC 880180250	SPLC 880181000	Search 999913	14500
SPLC	SPLC	Search	

Buttons: Submit, Reset

NOTE: Fields marked with an * are mandatory!

Step 5

The system will assign a Rate Quote ID. Write down the Rate Quote ID for future research.

Click on the Serial Number.

The screenshot shows the 'Rate Quotation Result List' with the following information:

Rate Quote ID: 10795 Request Name:

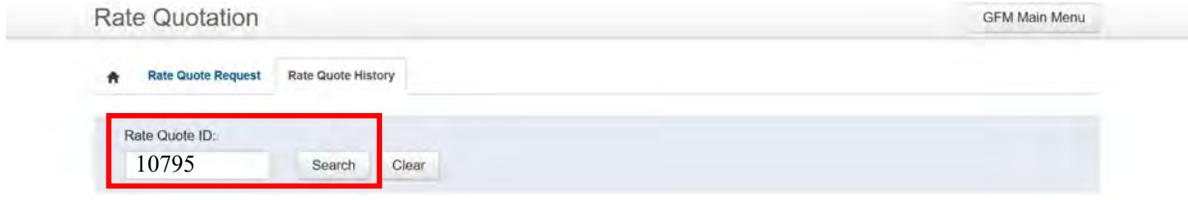
Serial Number	Origin SPLC	Destination SPLC	Commodity Code
0001	880180250	880181000	999913

Rates from GFM, Continued

Step 5 (To search by Rate Quote ID)

To search by Rate Quote ID, input the Rate Quote ID that you wrote down.

Click “Search.”

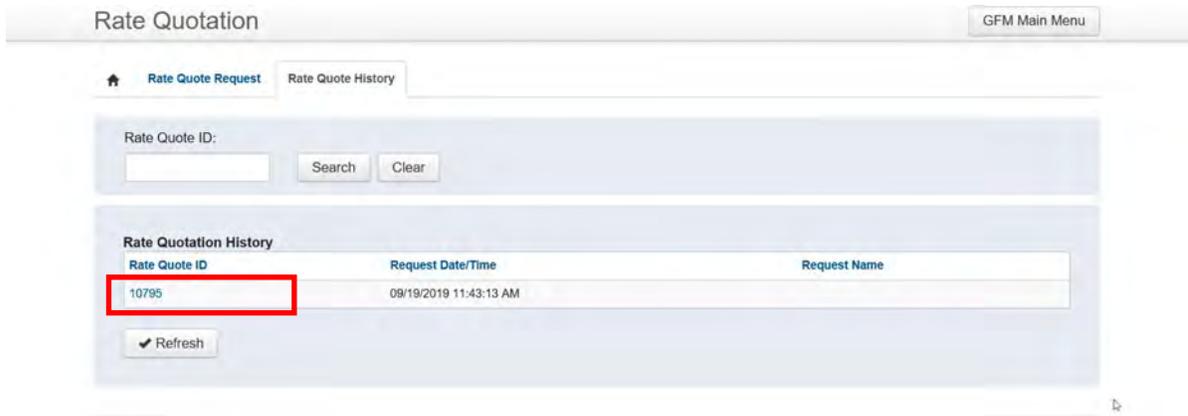


Rate Quotation GFM Main Menu

★ [Rate Quote Request](#) [Rate Quote History](#)

Rate Quote ID:

The Rate Quote ID will display. Click on it.



Rate Quotation GFM Main Menu

★ [Rate Quote Request](#) [Rate Quote History](#)

Rate Quote ID:

Rate Quotation History

Rate Quote ID	Request Date/Time	Request Name
10795	09/19/2019 11:43:13 AM	

Rates from GFM, Continued

Step 6

The “Rate Quotation Result” will be displayed.

Page 1 contains the Origin, Destination, Equipment, Mileage, Shipment Weight and the beginning of the list of carriers.

Verify information is correct for shipment request. Take special notice that the SPLC’s are actually for the Installation/City that are on request.

Modify Request
Result List

Request Details for Serial Number: 0001

Rate Quote ID:	900228	Request Date:	09/19/2019	Request Name:		
Number of SCACs:	6	Availability Date:	09/19/2019	Organization:	Defense Logistics Agency	
Small Business:	No	Small Business Sub Category:				

	SPLC	Installation/City	Zone	State	Region	CONUS
Origin:	206721000	NEW CUMBERLAND	20Z	PA	2R	9C
Destination:	751713000	BATTLE CREEK	75Z	CO	7R	9C
Mileage:	1768	Intra-State:	No	Total Miles:	1768	
Total Shipment Weight:	2000	Unit of Measure:	Pounds	Mode:	Truck, Truckload	

Commodity:

Group: FAK: 999913, 99991301

Equipment: AV2 Number of Vehicles: 1

Services: 405

Carrier Details:

1. CYLI - CROWLEY LOGISTICS, INCORPORATED				Tender:	100030 00	Fuel Surcharge:	0.08	
Effective:	08/16/2019	Expires:	01/16/2020	Phone 1:	9047264599	Phone 2:	9047272103	
Equipment:	AV2	Commodity:	999913	Rate:	0.1400	Rate Qualifier:	VU	
Origin:	PA	Destination:	CO	Mile-Bracket:	-	Weight-Bracket:	-	
Minority:	No	Contract Number:						
Small Business:	No						Line Haul Cost:	\$247.52
Small Business Sub Category:						Service Cost:	\$143.50	
						Total Cost:	\$391.02	

Rates from GFM, Continued

Step 6, continued

If the SPLC's don't match up with what is on request:

- Stop and research the SPLC's.
- Have them corrected in system and re-run your request in GFM.
- Copy header section that contains the Origin, Destination, Equipment, Mileage, Shipment Weight.
- Paste it into a Word Document.
- Review the carriers and begin making telephone calls offering shipment.
- Review the
 - type equipment
 - pickup location
 - date/time of scheduled pickup
 - delivery location
 - date/time of scheduled delivery, and
 - shipment information will be provided to the carrier.
- Inform them of any special accessorials needed. (Tarps, weight ticket, etc.)
 As you call a carrier, copy and paste their info onto the Word document and annotate results of the phone call. (No answer, carrier can't cover, etc.)

Request Details for Serial Number: 0001

Rate Quote ID:	900228	Request Date:	09/19/2019	Request Name:		
Number of SCACs:	6	Availability Date:	09/19/2019	Organization:	Defense Logistics Agency	
Small Business:	No	Small Business Sub Category:				
	SPLC	Installation/City	Zone	State	Region	CONUS
Origin:	206721000	NEW CUMBERLAND	20Z	PA	2R	9C
Destination:	751713000	BATTLE CREEK	75Z	CO	7R	9C
Mileage:	1768	Intra-State:	No	Total Miles:	1768	
Total Shipment Weight:	2000	Unit of Measure:	Pounds	Mode:	Truck, Truckload	
Commodity:						
Group:	FAK: 999913, 99991301					
Equipment:	AV2	Number of Vehicles:	1			
Services:	405					

Rates from GFM, Continued

Step 6, continued

When a carrier accepts the shipment, copy and paste that carrier’s information into the Word Document.

Annotate name and email of person who accepted shipment and telephone number used to contact that carrier. This is important in case another agent needs to contact the carrier concerning the shipment.

Carrier Details:

1. CYLI - CROWLEY LOGISTICS, INCORPORATED							
Effective:	08/16/2019	Expires:	01/16/2020	Tender:	100030 00	Fuel Surcharge:	0.08
Equipment:	AV2	Commodity:	999913	Phone 1:	9047264599	Phone 2:	9047272103
Origin:	PA	Destination:	CO	Rate:	0.1400	Rate Qualifier:	VU
Minority:	No	Contract Number:		Mile-Bracket:	-	Weight-Bracket:	-
Small Business:	No					Line Haul Cost:	\$247.52
Small Business Sub Category:						Service Cost:	\$143.50
						Total Cost:	\$391.02

Step 7

Click on “CAVS.”

Global Freight Management

Help Desk: (800) 462-2176 (Option 3 for GFM, Option 1 for ETA) | CML (618) 589-9445 | DSN See ETA

SDDC Web Site | Email GFM Help Desk | Email GFM Training | Email ETA Admin

Applications

- FAST
- Spot Bid
- Shipper's Export Declaration
- Site Configuration
- Bill of Lading View
- Discrepancy Identification System
- Transportation Facilities Guide
- Approved Carrier List
- Rate Quotation
- CAVS**
- CAVS Downloads
- CPM

Message of the Day
09/11/2019 13:00 Central

GFM ANNOUNCES THE UPCOMING RELEASE OF GLOBAL HEAVYWEIGHT SERVICES (GHS) RELEASE 6

The upcoming release of Global Heavyweight Services (GHS), release 6, will introduce new and improved functionality in Tender Entry on the Web (TEOW), Transportation Business Suite (TBS) Tender Management, Automation Transportation Request (ATR), Freight Acquisition Shipping Tool (FAST), Rate Quotation (RQ), and Rating and Ranking Web Service (RRWS) for the shipper and carrier user groups concerning domestic and international air shipments.

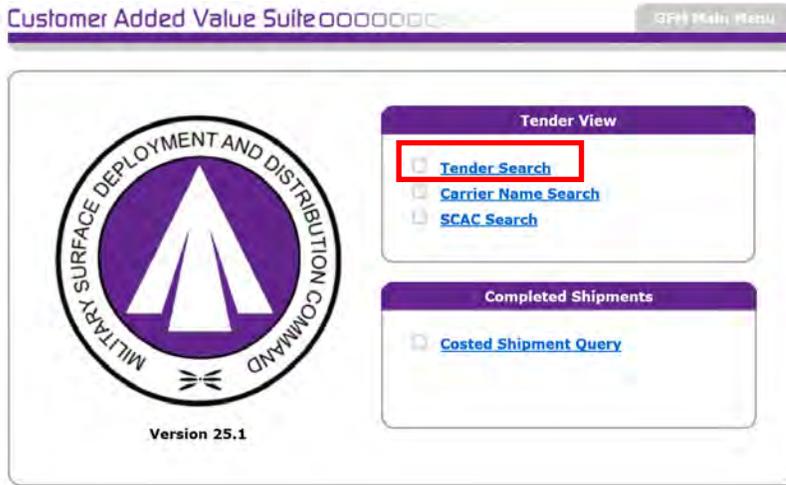
All references/links/fields that use the term "IHAT" in the GFM system will be changed to "GHS." GFM/FAST will make Constant Surveillance (CIS) mandatory for international air shipments with 1,001 pounds or more of 1.4S explosives.

Negotiated Domestic Air tenders will now be handled/approved/rejected by the SDG3 USTRANSCOM user in the TBS Tender Management function. Carriers will also now be allowed to add multiple new types of accessorial services to both International and Domestic negotiated air tenders. Those new allowable accessories will be provided in the two-day publicity notice and the updated TEOW user manual.

Rates from GFM, Continued

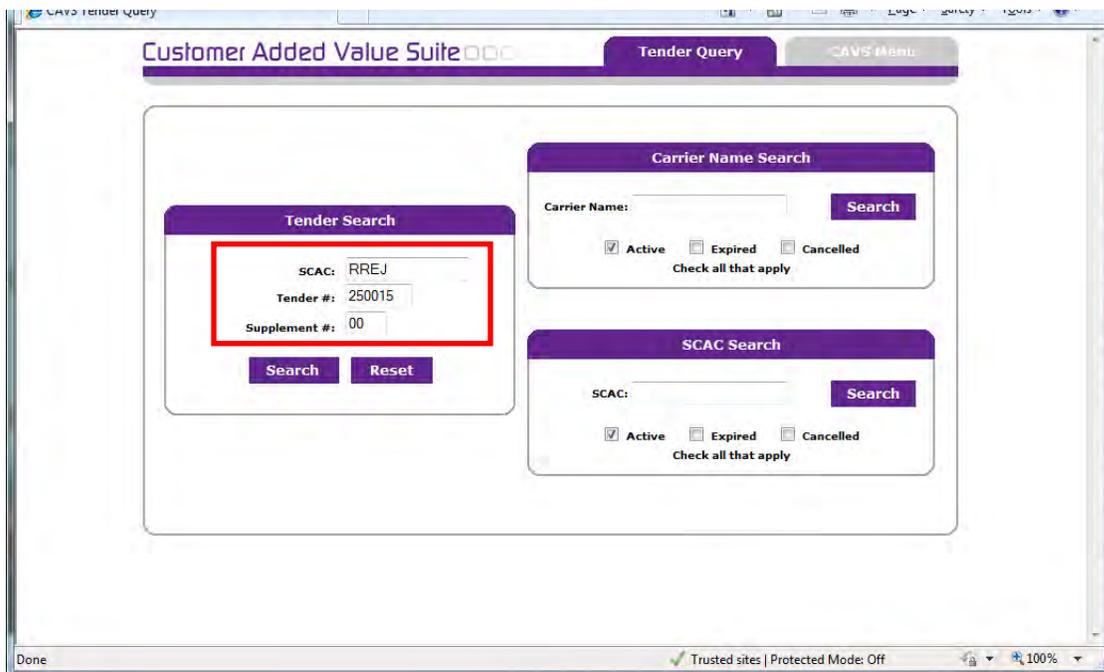
Step 8

Click on “Tender Search.”



Input:

- SCAC
- Tender Number, and
- Supplement (most often Supplement is “00”).



Negotiations Routes Orders (Form 349)

Introduction

A Negotiations Route Order (also known as Form 349) usually saves money and processing time.

For multiple similar shipments with the same conveyance type picking up and delivering to the same locations, a Negotiations Route Order should be received from SDDC for this lane.

Generally, a Form 349 should be received if 25 or more shipment requests are made for the same lane. This may be a one time project, such as 60 overdimensional RGN's moving freight from Herlong, CA to Tucson, AZ. It may also be a lane where we have a steady flow of trucks on a regular basis between two locations. Example: two loads a day every day between Columbus, OH and Holbrook, NY.

Often, one individual is assigned all the shipments for that lane. They generally work with one or two carriers for all the shipments.

Carriers can plan better for these shipments because once they start accepting freight, we can give them the list of dates/times for future shipments so they can start getting them covered and be ready when we are ready to create the CBL's.

SDDC monitors these closely so be sure to award them in the order of the 349 list. Keep good notes if you don't use someone.

Many carriers who are on the Non Use List still bid on these, so check the list before awarding. If a carrier fails on a Negotiations Route Order, that puts them in Non Use for 90 days. This is a good incentive for carriers to put their best drivers on the loads.

When the MTMC Release is built for the shipments, have the end date be the end of the shipping period and do not delete it until the 349 is expired.

To get a Form 349, fill out a DD1085, Domestic Freight Routing Request and Order and email to SDDC.

Negotiations Routes Orders (Form 349), Continued

Basic information needed

There is some basic information needed to fill out the form; gather this information before starting.

Confirm information with scheduler:

- Do we have all the Shipment Requests or are there more to follow?
- Is this a one time event or is this something that is continuous?
- If it is continuous, is there an estimate as to how many per day or per week?
- If the shipments are for Rolling Stock, what specifically are we shipping? Tractors, Humvees, Bulldozers, etc.?

DD Form 1085 (Domestic Freight Routing Request and Order)

Example DD Form 1085

Below is a sample of a DD Form 1085.

DOMESTIC FREIGHT ROUTING REQUEST AND ORDER				
(All items must be completed or otherwise explained. See instructions on back of this page.)				
TO: (Name, Address and ZIP Code of Routing Authority) SURFACE DEPARTMENT AND DISTRIBUTION COMMAND (SDDC) SCOTT AFB, IL		1. REQUESTING AGENCY IDENTIFICATION NUMBER SC3103	2. DATE OF REQUEST (YYYYMMDD) 20140616	
FROM: (Name, Address and ZIP Code of Requesting Agency) DLA DISTRIBUTION GBL0C D05C BLDG 54, M AVE NEW CLIMBERLAND PA 17070		3. DATE SHIPMENT AVAILABLE FOR LOADING 20140623	4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE TP3 -- 20140626	
5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE				
6. COMPLETE COMMODITY DESCRIPTION, NPN, AND FREIGHT NOMENCLATURE AS SHOWN IN STANDARD TRANSPORTATION COMMODITY CODES AND/OR NPN CODE NUMBERS, INCLUDING NUMBER AND KIND OF PACKAGE NEED 13 FLATBEDS, EACH FLATBED WILL CARRY 3 PIECES ROLLING STOCK. COMMODITY CODE 190190 WEIGHT 16140 LBS PER FLATBED (EACH PIECE WEIGHS 5380 LBS) DIMS 180 X 86 X 72 (EACH PIECE - 3 PER FLATBED), CUBE PER FLATBED IS 1935.				
7. EQUIPMENT		NUMBER	SIZE	TYPE
a. CARS				
b. TRUCKS		13	48'	AF3
c. BARRIES				
d. CONTAINERS				
8. GROSS WEIGHT 209,820				
9. TOTAL NUMBER OF CUBIC FEET 25,155				
10. CONSIGNOR (Show actual shipper) DLA DISPOSITION SERVICES, 4997 AIRPORT ROAD, DULUTH, MN 55811-1517				
11. CONSIGNEE (Name and address) TRELOAR ENTERPRISES INTERNATIONAL 640 EAST FRANKLIN STREET SPENCER, INDIANA 47460		12. ORIGIN (Show actual shipping point) SPLC 500900000, DLA DISPOSITION SERVICES 4997 AIRPORT ROAD, DULUTH, MN 55811-1517		
		13. DESTINATION (Show actual point of delivery) SPLC 373160000, TRELOAR ENTERPRISES INTERNATIONAL, 640 EAST FRANKLIN STREET, SPENCER, IN 47460		
14. RAIL CARRIER SERVING		c. PRIVATE BIDDING		e. IF NO PRIVATE BIDDING, INDICATE NEAREST POINT OF DELIVERY
		YES NO		
a. CONSIGNOR				
b. CONSIGNEE				
15. DISABILITY COSTS AVAILABLE (OTR 4500.5-4, Part 3, Definitions)				
<input type="checkbox"/> NO <input type="checkbox"/> YES (If "YES," furnish in "Remarks" below.)				
16. REMARKS (Include any other pertinent information which would affect appropriate delivered costs or selection of carrier or mode.) THESE MUST LOAD ON THESE DATES: 6/23/14 - 5 LOADS, 6/24/14 - 5 LOADS, 6/25/14 - 3 LOADS. DISTANCE IS 663 MILES. DELIVERY WILL BE NEXT DAY. FREIGHT IS NON OPERATIONAL.				
17. TYPED NAME AND TITLE OF REQUESTOR DONNA SHOCKLEY TRAFFIC MANAGEMENT SPECIALIST		18. OFFICE PHONE AND EXTENSION 717-770-5661		19. SIGNATURE
20. 1ST ENDORSEMENT (Valid for 30 days unless otherwise indicated)				
20. TO:		21. DATE OF RESPONSE (YYYYMMDD)		22. ROUTE ORDER NUMBER (Must be shown on each BILL OF LADING)
23. ROUTES AUTHORIZED FOR SHIPMENT(S)				
24. APPLICABLE RATE INFORMATION			25. REMARKS	
RATE(S) (Cents per 100 lbs.) a.	MINIMUM WEIGHT (Pounds) b.	TARIFF OR OTHER AUTHORITY c.		
			26. NAME, TITLE, EMAIL AND PHONE NUMBER OF ISSUING OFFICER (Print name only) Sherri Trisup Chief, Transportation Division DLA Distribution 33-03 DSN 771-6046/ COM 717-770-6046	
			27. SIGNATURE OF ISSUING OFFICER	

DD FORM 1085, NOV 2007

PREVIOUS EDITION IS OBSOLETE.

Reset



1085 Fillable Sample.pdf

DD Form 1085 (Domestic Freight Routing Request and Order), Continued

Filling out the DD Form 1085

Follow the instructions on the table below when filling out a DD Form 1085.

Block	Directions
TO:	Leave it as typed for SDDC’s address.
FROM:	Leave it as typed for DLA Distribution.
1	“SC3103”
2	Date submitting form: 4 digit year, 2 digit month, 2 digit day
3	Date first shipment is picking up.
4	DLA Disposition Shipments are always TP3. Date is the date last shipment is delivering.
5	Leave blank.
6	Fill in information on the freight. <ul style="list-style-type: none"> • Commodity Code for: <ul style="list-style-type: none"> • Rolling Stock is “190190” • Aircraft Part is “011760” • Miscellaneous Freight is “999913” • Be specific as to the freight – is the weight and dims for each piece or for each truck? • If weights and dims are not the same for all trucks, then use the heaviest/largest piece for the weight and dims.
7	Number (or estimated number) of trucks you are requesting. If you are requesting flatbeds, make it 48’ for size. Type is RGN, AF3, etc.
8	Weight for all the trucks. For example: The weight for each truck is 16140 and we have 13 trucks, so the gross weight is 209,820.
9	Cube for all the trucks. For example: The cube for each truck is 1935 and we have 13 trucks, so the total cubic feet is 25,155.
10	Origin’s Address This information can be obtained by following DSS pathway 30-3S to access the DPIV (INQUIRE VENDOR PROFILE TABLE) screen. But retitle the first line to be “DLA Disposition Services.”

DD Form 1085 (Domestic Freight Routing Request and Order), Continued**Filling out the DD Form 1085**

Follow the instructions on the table below when filling out a DD Form 1085.

Block	Directions
11	Destination's Address This information can be obtained by following DSS pathway 30-31 to access the ADPE (ADDRESS DATA INQUIRY) screen. But retitle the first line to be "DLA Disposition Services."
12	This is the SPLC, plus the same address information as Block 10.
13	This is the SPLC, plus the same address information as Block 11.
14	Leave blank.
15	Leave blank.
16	Remarks <ul style="list-style-type: none"> • Add any additional explanatory information that may be helpful to SDDC or to a bidder. (For example: How many trucks on which dates? Do you expect two trucks a week for 10 weeks?) • Add in the mileage you pulled out of DTOD and when delivery will be.
17	Your information
18	Your information
19	Signature optional
20	Leave blank
21	Leave blank
22	Leave blank
23	Leave blank
24	Leave blank
25	Leave blank
26	As in example - Sherri Troup, Chief Transportation Division
27	Signature optional

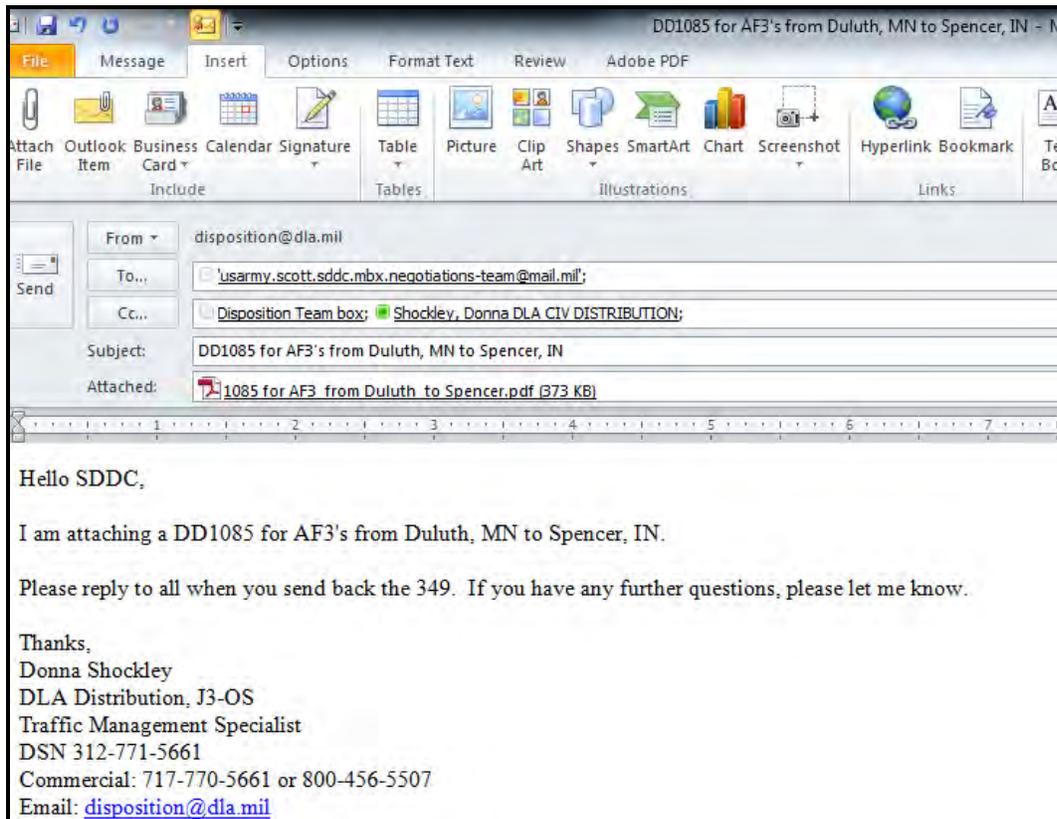
DD Form 1085 (Domestic Freight Routing Request and Order), Continued

Email DD Form 1085

Send about 1-2 weeks before planning to start moving the freight.

Send to usarmy.scott.sddc.mbx.negotiations-team@mail.mil

Always email it from disposition@dla.mil and copy disposition@dla.mil



Requests not responded to in a timely manner

If requests are not responded to in a timely manner, call DSN 770-4513 or commercial 618-220-4513.

When calling, normally the request will arrive back the next day.

Another option is to forward the original email request and ask for an update.

Processing Specialized Equipment Shipments in VSM

Introduction

Regardless of whether the Rate Quote for the Specialized Equipment was obtained via GFM Rates, Spot Bid Rates, or from Negotiations Route Order Rates, the process to work them in VSM is the same.

1. Have your MTMC Release built.
2. Log into VSM and go to the Pickup Site Location, which should default to the Origin Processing Screen.
3. If Requisition Number is not on the list or changes need to be made to it, go to the section **“Error! Reference source not found.Error! Bookmark not defined..”**
4. Whether a shipment is for one piece of freight OR multiple pieces; go to Module 5 (Freight on Board Origin Processing)

Input for Single Variance Processing

Note the following must be filled in when processing these types of shipments:

- Type Pack
- Type Equipment.
- Carrier Remarks:
Input
 - type of conveyance
 - Pickup Date/Time
 - POC information
 - Delivery Date/Time
- Select Ship Date from calendar.

Click “Submit.”

The screenshot displays the 'DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)' interface. The main heading is 'FOB Origin Single Variance Processing'. The form contains the following fields and values:

- Requisition Control Number: W33BRK6005LH06
- Processing Type: Total
- Quantity: 1 of 1
- Total Weight: 55100
- Dimensions: L: 300, W: 135, H: 143
- Cube: 3376.389
- Vendor Reference Number: 110214
- Type Pack: VEHICLE
- #Pcs/Pallet: 0
- Type Pack Pallet: CARTON
- Type Equipment: Stretch RGN
- Carrier Remarks: RGN WPERMITS: PU 9/14@0900 PU POC THOMAS 719-526-2762
- Available Date: 09/14/2017
- Stackable: Yes No
- Buttons: Submit, Reset

Processing Specialized Equipment Shipments in VSM, Continued

Input for Multi Freight Piece processing

For “Type Pack,” select type from the drop down menu.

If it is...	Then select...
a single pallet	“skid.”
multiple types of freight	“piece.”

For Weight, take the total weight of the shipment and divide it by the number of pieces to get the average weight.

For Cube, take the total cube of the shipment and divide it by the number of pieces to get the average cube.

Quantity will be 1.

Click “Same for Remaining Pieces.”



DSS / Vendor Shipment Module DEFENSE LOGISTICS AGENCY (A12345)

FOB Origin - Multi Freight Piece Processing for RQN: W33BRK6005MH01

Weight: 850 L: 0 W: 0 H: 0 Quantity: 0 Frit Pcs to Update - Go Clear

Piece Num	Weight	Length	Width	Height	Cube	Quantity	Status
1	0	0	0	0	0	0	
2	0	0	0	0	0	0	
3	0	0	0	0	0	0	

Type Pack: CARTON Processing Type: Partial

Vendor Ref Num: Type Equipment: Van Closed, > 40 ft

Carrier Remarks: Additional Remarks:

Available Date: 9/14/2017 Stackable: Yes No

Submit Reset Num Freight Pcs: 4 Remaining Qty: 4 Variance Qty: 09 Weight: 0 Cube: 0

Processing Specialized Equipment Shipments in VSM, Continued

Review/confirm the details

Follow the steps below for reviewing/confirming details.

Step	Action
1	Confirm/correct pickup time
2	If system pulled wrong carrier and/or price, correct by: <ul style="list-style-type: none"> • Selecting the correct SCAC from the drop down menu under the “Replan Shipment” • Inputting the correct MTMC Release Number Click “Submit”
3	Confirm/correct pickup date and time
4	Confirm/correct remarks
5	Confirm/correct Accessorial Charges <ul style="list-style-type: none"> • Spot Bids should not have any Accessorial Charges (bid price is inclusive of all charges) • Fuel Surcharge (FSC) (should populate on its own) • Protective Tarps (PTS) is added • Any other special charges
6	NMFC is 999913 (in most cases)
7	TAC Code for DRMS Shipments is S9NA
8	Click: <ul style="list-style-type: none"> • “Submit” • “Accept and Print”

Print 2 copies and save .pdf file to desktop, naming it the CBL number.

Processing Specialized Equipment Shipments in VSM, Continued

Create email

You should have the Subject already filled in for a new email.

Send an email to the carrier from disposition@dla.mil

Copy:

- The Scheduler (Individual) at Battle Creek.
- Their Team Inbox – dladispositiontransportationservices@dla.mil
- Our Team Inbox – disposition@dla.mil

Paste those notes that you copied into the body of the email.

Add in the correct Signature Block above that.

Send the email.

Attach email to CRM ticket and close ticket.

RINS



RIN (ROUTING INSTRUCTION NOTES)

RINS are added when the MTMC is built. RINS can be found in DSS program 60/65 – DPIG.

Input:

- “T” in the “ACTN” field
- RIN Number in the “RIN/TIN ID” field
- “D” in the “PRINT LOC” field

The DSS screen will display remarks for that RIN.

RIN’s added on the MTMC Release for DRMS Shipments are:

- “111,” “114,” “116,” “134” for all shipments.
- “341” for LTL, “347” for TL Exclusive Use.

See the screenshots on the next few pages to view examples.

Note: If updates are needed, the Work Leader or Team Leader would update them on the DPLG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen (DSS pathway 80-87). (See Module 9 (Work Team Lead Duties))

Processing Specialized Equipment Shipments in VSM, Continued

RIN 111—Shipper to Load, Consignee to Unload

Below is an example of the DFIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen displaying “111” in the “RIN/TIN ID” field.

```

DFIG      SITE: DPDD  VENDOR SHIPMENT MODULE      PAGE 001
12:52:26  TRANSPORTATION INFORMATION NOTES MAINTENANCE  19SEP2019
-----
ACTN ==> I (I)   RIN/TIN ID ==> 111   PRINT LOC ==> D (D OR M)
SHIP TO DODAAC ==>
***FOR SPECIAL RIN***
    
```

RIN 347—Exclusive Use

Below is an example of the DFIG (TRANSPORTATION INFORMATION NOTES MAINTENANCE) screen displaying “347” in the “RIN/TIN ID” field.

```

DFIG      SITE: DPDD  VENDOR SHIPMENT MODULE      PAGE 001
12:53:55  TRANSPORTATION INFORMATION NOTES MAINTENANCE  19SEP2019
-----
ACTN ==> I (I)   RIN/TIN ID ==> 347   PRINT LOC ==> D (D OR M)
SHIP TO DODAAC ==>
***FOR SPECIAL RIN***
RELEASE NUMBER ==>                               SCAC ==>
-----
EXCLUSIVE USE OF VEHICLE, DROMEDARY , OR 410 DROMEDARY (AS APPLICABLE)
REQUESTED BY THE GOVERNMENT. DO NOT BREAK SEALS EXCEPT IN CASE OF
EMERGENCY OR UPON PRIOR AUTHORITY O F THE CONSIGNOR OR CONSIGNEE. IF
BROKEN FOR EMERGENCY REASONS APPLY CARRIER SEALS AS SOON AS POSSIBLE
AND IMMEDIATELY NOTIFY THE CONSIGNO R AND THE CONSIGNEE.

LAST UPDATE:  DSST600   06SEP2019

-----F1-MENU-----F2-NEXT TRANS-----F3=EXIT VSM-----F5=BOOKMARK-----
TRANS CONTINUES                                NEXT TRANS==>
    
```

Verifying SPLC

All CBLs must show SPLCs

All CBL’s must show the SPLC’s for pick up and delivery locations. The Destination SPLC is displayed in Block 6 and the Origin SPLC is displayed in Block 7.

If the SPLCs are missing and the CBL has been processed without them, cancel the CBL and reprocess.

The SPLC’s should all be in the system, but sometimes we need to confirm one is correct.

Researching a SPLC

To research a SPLC, use eDASSINQ: <https://www2.transactionservices.dla.mil/portal/portal.asp>

Search by DODAAC.

Click “Transportation Information”

Note: If the DODAAC has been input into DSS correctly, you will not need to go here.

[AN5](#)

COMMRI(s) INFORMATION		
DP:	RUQAMUF	BILL: RUSAJKL
TAC1 (OWNER)		
LINE 1:	W1A8 DLA DISTRIBUTION	EFF DATE: 10/05/2015
LINE 2:	DDSP NEW CUMBERLAND FACILITY	
LINE 3:	2001 NORMANDY DRIVE DOOR 113 TO 134	
LINE 4:	NEW CUMBERLAND PA 17070-5002	
LINE 5:		
CITY:	NEW CUMBERLAND	ZIP: 17070-5002 IPC:
STATE/PROVINCE:	Pennsylvania	STATE(A/N)/PROVINCE: PA/42
COUNTRY NAME:	UNITED STATES	
GENC CC:	US/USA	
TAC2 (SHIP TO)		
LINE 1:		EFF DATE:
LINE 2:		DEL DATE:
LINE 3:		
LINE 4:		
LINE 5:		
CITY:		ZIP: IPC:
STATE/PROVINCE:		STATE(A/N)/PROVINCE:
COUNTRY NAME:		
GENC CC:		
CCP:		
SPLC:	209405250	BBP: W25G1U
ALOC:	9 - New Cumberland Army Depot -Non DSS/ALOC	BLOC:
CONUS/OCONUS:	C WPOD:	APOD:

Carrier Performance

Late truck/No-Show Notices

A Late Truck/No Show notice is received from the DLA Disposition Services scheduler when the carrier has not arrived at the pick-up location at the scheduled date/time.

DLA Disposition Services scheduler at Battle Creek will submit the “Late Truck” or “No Show” notice to:

- Their Team Inbox – dladispositiontransportationservices@dla.mil
- Our Team Inbox – disposition@dla.mil
- Carrier
- Pick-up site POCs
- Delivery (Destination) POCs

The Carrier will respond to the e-mail. DLA Distribution does not need to contact the carrier unless requested by the scheduling office.

Carrier performance letters

If DLA Disposition feels a carrier performance letter is needed, that information will be provided to DLA Distribution.

Carrier performance letters are issued per the Defense Transportation Regulation (DTR) Chapter 207 and the MFTURP-1.

Guidelines for carrier performance letters agreed upon between DLA Disposition and DLA Distribution:

- Carrier is **late (more than 1 hour)**. Date/time stamp time is required on CBL to verify the time.
- Carrier is a **no show** for reasons other than mechanical problems, traffic issues, weather, etc.

Preparing Carrier Performance Letters

Carrier Performance Letters must be prepared and sent to carrier no later than 30 days after service failure occurred.



Template - Service
Failure Letter.pdf

Carrier Performance, Continued

Example of a Carrier Performance Letter

A sample Carrier Performance Letter is shown below.



DEFENSE LOGISTICS AGENCY
DISTRIBUTION
2001 MISSION DRIVE
NEW CUMBERLAND, PENNSYLVANIA 17070-5000

IN REPLY
REFER TO

DDC J3-OS

(Date)

Company Name
Street Address
City, State, Zip Code

Dear Sir/Ma'am:

This letter is to advise you of the service failure described below and express our concern with the service your company has provided this installation.

You are reminded that we may place carriers in non-use status from transporting Department of Defense cargo for the following service failures: (Failure Type - No Show, Late Truck, or Furnishing Inadequate Equipment)

CBL XXXXXXDP: Requested one (Type of Equipment) from (City, State) to (City, State) scheduled to pick up (Month Day, Year) at (Time).

This request was accepted by First Name Last Name at (Carrier Name (SCAC: XXXX)). The CBL was issued on (Month Day, Year). (Explanation of failure in detail)

We would like to remind you that it is imperative that your drivers arrive on time for their scheduled appointments. Deviations from the appointment times result in serious workload issues at our sites.

You are requested to provide a written explanation for the service failures described above and corrective action you have taken to prevent a recurrence of similar problems within 15 days of the date of this letter. Additional service failures or failure to satisfactorily respond to this letter when combined with the incidents described above may result in non-use action against your company.

Any questions, please contact (Team Lead's Name and telephone number).

Sincerely,

Sherrí Troup
Chief Transportation Division

cc: usarmy.scott.sddc.mbx.carrier-performance@mail.mil

Federal Recycling Program  Printed on Recycled Paper

Reprocessed Shipments

Handling reprocessed shipments

When a carrier drops a load, contact another carrier to cover the load.

Print a copy of the CBL for the dropped load and give to Syncada (Third Party Payment System (TPPS)) to ensure the bill doesn't get paid.

Steps for handling reprocessed shipments

Follow the steps below for handling reprocessed shipments.

Step	Action
1	Go to VSM and login at the "Pick Up" site.
2	Under "Exceptions," click "Cancel Shipment."
3	Input the SCN of original shipment Click "Submit."
4	Click "Yes" when prompted to cancel. The original TCN will now be back in Origin Processing. Continue processing.

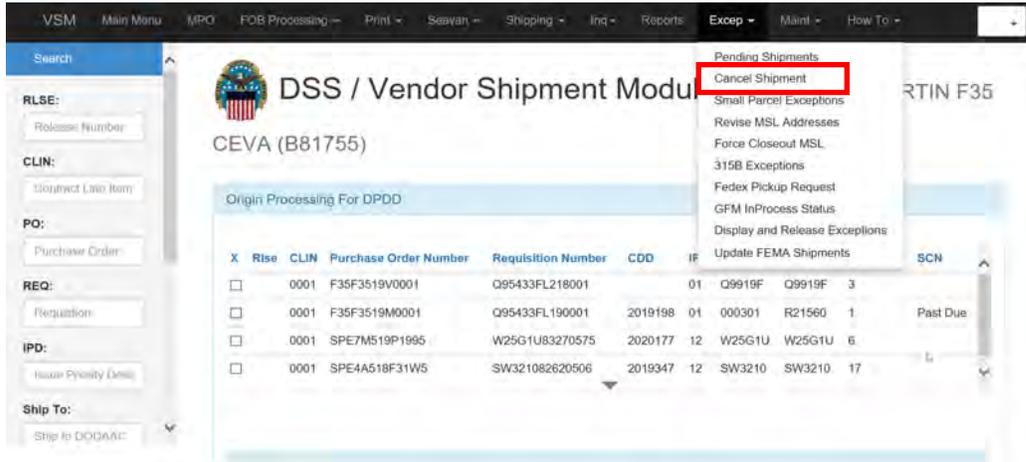
Reprocessed Shipments, Continued

Step 1

Go to VSM and login at the “Pick Up” site.

Step 2

Under “Exceptions,” click “Cancel Shipment.”



Step 3

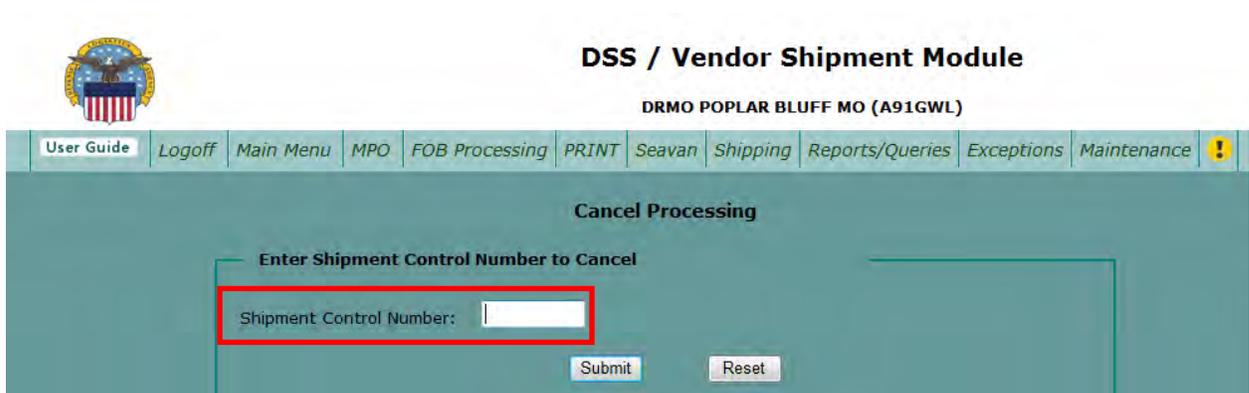
Input the Shipment Control Number (SCN) of original shipment

Click “Submit.”

Step 4

Click “Yes” when prompted to cancel.

The original TCN will now be back in Origin Processing. Continue processing.



Cancelled Requests

Introduction

Cancellation from the DLA Disposition Office will be in e-mail format.

If scheduler contacts via telephone, please ask for cancellation to be placed in **writing** – email.

Cancellation should be sent to the delivery mailboxes:

dladispositiontransportationservices@dla.mil and disposition@dla.mil

If a CBL has been processed

The agent who processed the CBL should cancel the order. If the agent is not in the office on the day the cancellation request comes in, the Work Lead or Team Lead should ensure it gets cancelled.

Original agent will be copied on any emails the Lead sends about the cancellation.

Call carrier and advise of the cancellation. Be sure to annotate name of who you spoke to at the carrier. If the agent was not there and a message was left, annotate that in the notes.

Reply to the cancellation email

When replying to the cancellation email, copy carrier on the email. Even though you have already spoken to them on the phone, we still need to notify them in writing.

If dladispositiontransportationservices@dla.mil and disposition@dla.mil were not included on the original email, add it.

Let them know it has been cancelled.

Save the sent email as a .msg document.

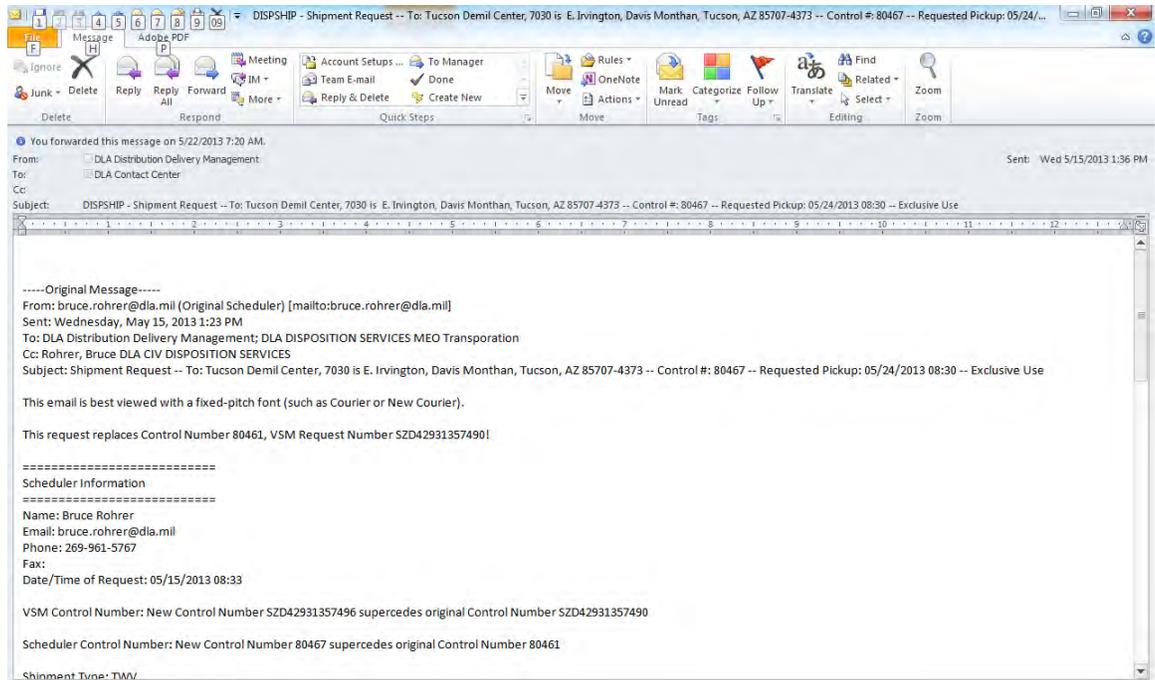
Syncada (TPPS)

Syncada must be informed of the cancelled CBL. Print a copy of the CBL and write “Cancelled” across the top and give to our Syncada personnel.

Superseded TCNs

TCN supersedes a different one

The email may say that a TCN supersedes a different one.



If the old Requisition number is in VSM, retire it in the system. Process under the new information.

Site Specific Information

TINs

TIN's for Destination DODAAC should include this information. Provided below is a quick reference guide.

Anniston, AL

Accepts deliveries Monday thru Thursdays

Barstow, CA

Accepts deliveries Monday thru Friday. Does not accept earlier appointments than what is specified on the CBL.

Camp Pendleton, CA

Accepts pickups and deliveries Monday thru Thursdays

Camp Lejeune, NC

Call Paul McGrath at 910-366-2751 at arrival.

Charleston/Goose Creek, SC

Must have Security Forms

Forms can be found at

<I:\J34 TO\J34 TOT\Desk Guides\INTERNAL PROCESSES\DRMS\Site Specific Info\Charleston - Goose Creek Security Forms.msg>

Colorado Springs (FT Carson, CO)

Only accepts deliveries on Wednesday and Thursdays

Columbus, OH

Driver must have valid ID and be US Citizen.

No Foreign Nationals.

Only accepts deliveries on Tuesdays, Wednesdays and Thursdays

Eglin AFB

Must fill out two forms and fax to 850-882-3732.

Fax must be received within 72 hours of the shipment.

Forms can be found at <I:\J34 TO\J34 TOT\Desk Guides\INTERNAL PROCESSES\DRMS\Site Specific Info\Eglin>

Fairchild AFB, WA

Needs driver's name, SSN, DOB and company he works for (the one on his truck) 24hrs in advance of pick up for security purposes. Rick Steenhoven 253-967-1203

Site Specific Information, Continued

FT Lewis, WA

Accepts All conveyances for deliveries Monday thru Thursdays

FT Riley, KS

Accepts All conveyances for deliveries Monday thru Thursdays.

Herlong, CA (Sierra Army Depot)

Base follows Real ID Act requirements, Driver must have valid ID and be US Citizen

Pass and ID is Bldg. 106. Do not attempt entry through front gate.

No shipments on Friday.

Hill AFB, UT

Only accepts deliveries on Thursday and Friday

Driver must 24hrs in advance of delivery 801-777-2928 OR 810-777-6659

Hooks, TX (Red River Army Depot)

Accepts All conveyances for deliveries Monday thru Thursdays. NO VANS on Fridays

Mechanicsburg/Susquehanna/PA

All visitors will have a background check completed once every 3 months.

Gate requests visitor's full name and birthdate (month, day and year) be sent up the day before visitor is to arrive.

If visitor refuses to give information, when they arrive at the main gate, they will be detained until background check is completed or refused entry.

There are NO exceptions to this rule. Everyone without a CAC card will have a background check run.

Security keeps visitor's name and birthday on file so information should only need to be provided once.

POC info at Mechanicsburg is Tanya Fox @ 717-605-1214.

Fax is 717-604-7104.

For original emails, see <I:\J34 TO\J34 TOT\Desk Guides\INTERNAL PROCESSES\DRMS\Site Specific Info\Mechanicsburg - Security Info.msg>

Site Specific Information, Continued

McAlester, OK

Must be U.S. Citizen. Truckers must call 24 hours ahead of delivery. Phone is 918-420-6248.

Does not take deliveries on Fridays

Odenville, AL (DEMIL Contractor)

Accepts deliveries Monday thru Friday. NO VANS

Pine Bluff, AR

Does not take deliveries on Fridays

Richmond, VA

Accepts deliveries Monday thru Thursdays. Exception: Accepts FMS (Foreign Military Sales) Monday thru Friday

San Joaquin (Tracy), CA

Accepts deliveries Monday thru Thursdays

San Antonio, TX

Only accepts deliveries on Tuesdays, Wednesdays and Thursdays

Tucson, AZ (Davis Monthan)

Must deliver by 14:30.

Tucson HVF West, AZ (DEMIL Contractor)

Accepts deliveries Monday thru Friday. Processed property only

Warner Robins AFB, GA

Only accepts deliveries on Tuesdays, Wednesdays and Thursdays.

Wright-Patterson AFB, OH

Driver must have Valid ID and be U.S. Citizen. Only accepts deliveries on Mondays thru Thursdays

Appendix A
Acronyms/Abbreviations

Acronyms/Abbreviations

Acronym	Meaning
ACA	Air Clearance Authority
ACF	Active Contract File
AES	Automated Export System
CAC	Common Access Card
CAGE	Commercial and Government Entity
CBL	Commercial Bill of Lading
CDD	Contract Delivery Date
CIC	Customer Interaction Center
CLIN	Contract Line Item Number
CLIN	Contract Line Item Number
CONUS	Continental United States
CONUS	Continental United States
CRM	Customer Relationship Management
DEMIL	Demilitarization
DLA	Defense Logistics Agency
DODAAC	Department of Defense Activity Address Code
DRMS	Defense Reutilization Management System (currently known as DLA Disposition Services)
DSN	Defense Switched Network
DSS	Distribution Standard System
DTCI	Defense Transportation Coordination Initiative
DTOD	Defense Table of Official Distance
DTR	Defense Transportation Regulation
ETA	Electronic Transportation Acquisition
ETA	Estimated Time of Arrival
ETRR	Export Traffic Release Request
FMS	Foreign Military Sales
FOB	Free on Board
FSC	Federal Supply Class/Fuel Surcharge
GFM	Global Freight Management
IAW	In Accordance With
IBS	Integrated Booking System
ICP	Inventory Control Points
IPD	Issue Priority Designator
ITN	Internal Transaction Number
LTC	Long Term Contract
LTL	Less than Truckload
LWH	Length, Weight, Height
MBN	Master Bill Number
MEO	Remove from SOP please
MFTURP	Military Freight Traffic Unified Rules Publication
MPO	Manual Purchase Order
MRO	Materiel Release Order
MSC	Major Subordinate Command

Appendix A—Acronyms/Abbreviations/Form Names

MSDDC	Military Surface Deployment and Distribution Command
MSL	Military Shipping Label
MTMC	Military Traffic Management Command
NDN	Northern Distribution Network
NIIN	National Item Identification Number
NSN	National Stock Number
OCONUS	Outside the Continental United States
PCNF	Port Call File Number
PO	Process Order
PO	Purchase Orders
POC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
PTS	Protective Tarps
RDD	Required Delivery Date
RFID	Radio Frequency Identification
RGN	Removable Goose Neck
RIN	Routing Instructions Notes
SCAC	Standard Carrier Alpha Code
SCN	Shipment Control Number
SDDC	Surface Deployment and Distribution Command
SIG	Signal Code
SPLC	Standard Point Location Code
SUP ADD	Supplementary Address
TCMD	Transportation Control and Movement Document
TCN	Transportation Control Number
TIN	Transportation Information Notes
TMD	Temperature Monitoring Device
TP	Transportation Priority
VOYDOC	Voyage Document Identifier
VRF	Vendor Request Form
VSM	Vendor Shipment Module
WAWF	Wide Area Workflow

Appendix B

Processing Meals Ready to Eat (MREs) Shipments

Processing Meals Ready to Eat (MREs) Shipments

Requests

Requests are received from DLA Troop Support (Philadelphia (Subsistence)).

Note: The following is an optional internal process for keeping track of MRE shipments.

The data below can be input on an EXCEL spreadsheet prior to distributing to the DLA Distribution Center Transportation Agent (TA):

- Date/time received
- Agent Initial
- Vendor Name
- TCN/Document Number
- Destination
- RDD

Requests are handed directly to the TA for processing.

Request requires multiple trucks

If request requires multiple trucks, additional lines will need to be added to the EXCEL spreadsheet).

	A	B	C	D	E	F	G
1	Date/Time Request Received	Agent Initials	Vendor Name	TCN/Document Number	Destination	RDD	CBL
918	11/29/2007 13:28	CM	INTERSTATE UNDERGND	W68NE573330048	FT LEWIS, WA	12/14/2007	
919	11/30/2007 8:54	TG	INTERSTATE UNDERGND	W9189L7334H300	CAMP SHELBY MS	12/17/2007	005356DP
920	11/30/2007 9:32	PS	INTERSTATE UNDERGND	M353007333686D	TWENTYNINIE PALMS, CA	12/10/2007	005368DP
921	11/30/2007 9:32	PS	INTERSTATE UNDERGND	M353007333686D	TWENTYNINIE PALMS, CA	12/10/2007	005368DP
922	12/3/2007 14:45	SW	MARENGO WHSE	M9307073340005	CAMP LEJEUNE	12/7/2007	005538DP
923	12/3/2007 14:45	SW	MARENGO WHSE	M9307073340005	CAMP LEJEUNE	12/7/2007	005542DP
924	12/3/2007 14:45	SW	MARENGO WHSE	M9307073340005	CAMP LEJEUNE	12/7/2007	005540DP
925	12/3/2007 14:45	SW	MARENGO WHSE	M9307073340005	CAMP LEJEUNE	12/7/2007	005541DP
926	12/3/2007 14:45	SW	MARENGO WHSE	M9307073340005	CAMP LEJEUNE	12/7/2007	005543DP
927	12/4/2007 8:49	KH	MARENGO DIST CENTER	W45NQM73230720	FT SAM HOUSTON	12/21/2007	
928	12/4/2007 10:37	CL	INTERSTATE UNDERGND	W22PEO73380001	FT KNOX, KY	12/19/2007	
929	12/4/2007 15:26	SW	MARENGO WHSE	SC030073385D01	ADAMS COUNTY, PA	12/11/2007	005731DP
930	12/4/2007 15:26	SW	MARENGO WHSE	SC030073385D01	ADAMS COUNTY, PA	12/11/2007	005733DP
931	12/5/2007 13:36	CN	INTERSTATE UNDERGND	W51HQ673390218	FT CARSON, CO	12/18/2007	
932	12/6/2007 10:29	BB	INTERSTATE UNDERGND	W45NRB73400445	FT HOOD, TX	12/12/2007	005890DP
933	12/6/2007 11:30	CM	INTERSTATE UNDERGND	W58NQ373390934	FT LEONARD WOOD, MO	12/11/2007	
934	12/6/2007 13:20	DMS	INTERSTATE UNDERGND	W68NE5733400112	FT LEWIS, WA	12/18/2007	005768DP
935	12/6/2007 14:05	ES	INTERSTATE UNDERGND	W81J9E73390001	CLACKAMAS, OR	12/19/2007	
936	12/6/2007 15:09	VZ	INTERSTATE UNDERGND	W33RSW73400218	FT STEWART, GA	12/13/2007	005830DP
937	12/6/2007 15:09	VZ	INTERSTATE UNDERGND	W33RSW73400218	FT STEWART, GA	12/13/2007	005831DP
938	12/6/2007 15:09	VZ	INTERSTATE UNDERGND	W33RSW73400218	FT STEWART, GA	12/13/2007	005832DP
939							
940							
941							
942							
943							
944							
945							

CONUS Truck Shipments

Calculation

Calculate most economical equipment needed. Do a cost comparison in the Global Freight Management (GFM) System to determine which is most cost effective (Less than Truckload (LTL) (shipments less than 10,000 pounds) versus Truckload (TL) or multiple truckloads).

Example: Determine cost effectiveness based on:

- One case weighs 22 lbs. (Number of cases is found in the Quantity block)
- One pallet weighs 1156 lbs.
- 48 cases fit on a pallet
- Maximum number of pallets per truck is 38.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR	GS	GT	GV	GW	GX	GY	GZ	HA	HB	HC	HD	HE	HF	HG	HH	HI	HJ	HK	HL	HM	HN	HO	HP	HQ	HR	HS	HT	HV	HW	HX	HY	HZ	IA	IB	IC	ID	IE	IF	IG	IH	II	IJ	IK	IL	IM	IN	IO	IP	IQ	IR	IS	IT	IV	IW	IX	IY	IZ	JA	JB	JC	JD	JE	JF	JG	JH	JI	IJ	JK	KL	KM	KN	KO	KP	KQ	KR	KS	KT	KV	KW	KX	KY	KZ	LA	LB	LC	LD	LE	LF	LG	LH	LI	LJ	LK	LL	LM	LN	LO	LP	LQ	LR	LS	LT	LV	LW	LX	LY	LZ	MA	MB	MC	MD	ME	MF	MG	MH	MI	MJ	MK	ML	MM	MN	MO	MP	MQ	MR	MS	MT	MV	MW	MX	MY	MZ	NA	NB	NC	ND	NE	NF	NG	NH	NI	NJ	NK	NL	NM	NN	NO	NP	NQ	NR	NS	NT	NV	NW	NX	NY	NZ	OA	OB	OC	OD	OE	OF	OG	OH	OI	OJ	OK	OL	OM	ON	OO	OP	OQ	OR	OS	OT	OV	OW	OX	OY	OZ	PA	PB	PC	PD	PE	PF	PG	PH	PI	PJ	PK	PL	PM	PN	PO	PP	PQ	PR	PS	PT	PV	PW	PX	PY	PZ	QA	QB	QC	QD	QE	QF	QG	QH	QI	QJ	QK	QL	QM	QN	QO	QP	QQ	QR	QS	QT	QV	QW	QX	QY	QZ	RA	RB	RC	RD	RE	RF	RG	RH	RI	RJ	RK	RL	RM	RN	RO	RP	RQ	RR	RS	RT	RV	RW	RX	RY	RZ	SA	SB	SC	SD	SE	SF	SG	SH	SI	SJ	SK	SL	SM	SN	SO	SP	SQ	SR	SS	ST	SV	SW	SX	SY	SZ	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	TK	TL	TM	TN	TO	TP	TQ	TR	TS	TV	TW	TX	TY	TZ	UA	UB	UC	UD	UE	UF	UG	UH	UI	UJ	UK	UL	UM	UN	UO	UP	UQ	UR	US	UT	UV	UW	UX	UY	UZ	VA	VB	VC	VD	VE	VF	VG	VH	VI	VJ	VK	VL	VM	VN	VO	VP	VQ	VR	VS	VT	VV	VW	VX	VY	VZ	WA	WB	WC	WD	WE	WF	WG	WH	WI	WJ	WK	WL	WM	WN	WO	WP	WQ	WR	WS	WT	WV	WW	WX	WY	WZ	XA	XB	XC	XD	XE	XF	XG	XH	XI	XJ	XK	XL	XM	XN	XO	XP	XQ	XR	XS	XT	XV	XW	XX	XY	XZ	YA	YB	YC	YD	YE	YF	YG	YH	YI	YJ	YK	YL	YM	YN	YO	YP	YQ	YR	YS	YT	YV	YW	YX	YZ	ZA	ZB	ZC	ZD	ZE	ZF	ZG	ZH	ZI	ZJ	ZK	ZL	ZM	ZN	ZO	ZP	ZQ	ZR	ZS	ZT	ZV	ZW	ZX	ZY	ZZ												
2	DOC	RI	M	STOCK NUMBER																	UNIT	QUANTITY	DOCUMENT NUMBER																	SUF																		AS	ATAU	AV	AW	AX	AY	AZ	BA	BB	BC	BD	BE	BF	BG	BH	BI	BJ	BK	BL	BM	BN	BO	BP	BQ	BR	BS	BT	BV	BW	BX	BY	BZ	CA	CB	CC	CD	CE	CF	CG	CH	CI	CJ	CK	CL	CM	CN	CO	CP	CQ	CR	CS	CT	CV	CW	CX	CY	CZ	DA	DB	DC	DD	DE	DF	DG	DH	DI	DJ	DK	DL	DM	DN	DO	DP	DQ	DR	DS	DT	DV	DW	DX	DY	DZ	EA	EB	EC	ED	EE	EF	EG	EH	EI	EJ	EK	EL	EM	EN	EO	EP	EQ	ER	ES	ET	EV	EW	EX	EY	EZ	FA	FB	FC	FD	FE	FF	FG	FH	FI	FJ	FK	FL	FM	FN	FO	FP	FQ	FR	FS	FT	FV	FW	FX	FY	FZ	GA	GB	GC	GD	GE	GF	GG	GH	GI	GJ	GK	GL	GM	GN	GO	GP	GQ	GR	GS	GT	GV	GW	GX	GY	GZ	HA	HB	HC	HD	HE	HF	HG	HH	HI	HJ	HK	HL	HM	HN	HO	HP	HQ	HR	HS	HT	HV	HW	HX	HY	HZ	IA	IB	IC	ID	IE	IF	IG	IH	II	IJ	IK	IL	IM	IN	IO	IP	IQ	IR	IS	IT	IV	IW	IX	IY	IZ	JA	JB	JC	JD	JE	JF	JG	JH	JI	IJ	JK	KL	KM	KN	KO	KP	KQ	KR	KS	KT	KV	KW	KX	KY	KZ	LA	LB	LC	LD	LE	LF	LG	LH	LI	LJ	LK	LL	LM	LN	LO	LP	LQ	LR	LS	LT	LV	LW	LX	LY	LZ	MA	MB	MC	MD	ME	MF	MG	MH	MI	MJ	MK	ML	MM	MN	MO	MP	MQ	MR	MS	MT	MV	MW	MX	MY	MZ	NA	NB	NC	ND	NE	NF	NG	NH	NI	NJ	NK	NL	NM	NN	NO	NP	NQ	NR	NS	NT	NV	NW	NX	NY	NZ	OA	OB	OC	OD	OE	OF	OG	OH	OI	OJ	OK	OL	OM	ON	OO	OP	OQ	OR	OS	OT	OV	OW	OX	OY	OZ	PA	PB	PC	PD	PE	PF	PG	PH	PI	PJ	PK	PL	PM	PN	PO	PP	PQ	PR	PS	PT	PV	PW	PX	PY	PZ	QA	QB	QC	QD	QE	QF	QG	QH	QI	QJ	QK	QL	QM	QN	QO	QP	QQ	QR	QS	QT	QV	QW	QX	QY	QZ	RA	RB	RC	RD	RE	RF	RG	RH	RI	RJ	RK	RL	RM	RN	RO	RP	RQ	RR	RS	RT	RV	RW	RX	RY	RZ	SA	SB	SC	SD	SE	SF	SG	SH	SI	SJ	SK	SL	SM	SN	SO	SP	SQ	SR	SS	ST	SV	SW	SX	SY	SZ	TA	TB	TC	TD	TE	TF	TG	TH	TI	TJ	TK	TL	TM	TN	TO	TP	TQ	TR	TS	TV	TW	TX	TY	TZ	UA	UB	UC	UD	UE	UF	UG	UH	UI	UJ	UK	UL	UM	UN	UO	UP	UQ	UR	US	UT	UV	UW	UX	UY	UZ	VA	VB	VC	VD	VE	VF	VG	VH	VI	VJ	VK	VL	VM	VN	VO	VP	VQ	VR	VS	VT	VV	VW	VX	VY	VZ	WA	WB	WC	WD	WE	WF	WG	WH	WI	WJ	WK	WL	WM	WN	WO	WP	WQ	WR	WS	WT	WV	WW	WX	WY	WZ	XA	XB	XC	XD	XE	XF	XG	XH	XI	XJ	XK	XL	XM	XN	XO	XP	XQ	XR	XS	XT	XV	XW	XX	XY	XZ	YA	YB	YC	YD	YE	YF	YG	YH	YI	YJ	YK	YL	YM	YN	YO	YP	YQ	YR	YS	YT	YV	YW	YX	YZ	ZA	ZB	ZC	ZD	ZE	ZF	ZG	ZH	ZI	ZJ	ZK	ZL	ZM	ZN	ZO	ZP	ZQ	ZR	ZS	ZT	ZV	ZW	ZX	ZY	ZZ

If the request consists of at least 25 truckloads or 500,000 lbs.

A Domestic Freight Routing Request and Order should be completed and submitted to Surface Deployment and Distribution Command (SDDC) to obtain carriers. See a work lead for completion/submission of the request.

For pickup and delivery

Contact origin and destination POC for days and hours of operation.

Requests Going To “Site R”

“Round Robin” shipment

Shipment will be “Round Robin” (Carrier will take freight in and bring freight out). Contact the delivery POC annotated on the DD Form 1348. The POC will provide the following information that must be provided to the carrier:

- Actual delivery location
- Directions to forward to the carrier
- Security Form
- Electronic Visit Request

The information required on the Security Form and Electronic Visit request **MUST BE PROVIDED TO THE POC 24 to 48 HOURS PRIOR TO PICK UP** in order to obtain Security Passes for the driver prior to arrival.

Driver must be a U.S. citizen.

Example of Security Form

An example of a Security Form is shown below.

It **must** be provided to the carrier for completion and returned to the POC 24-48 hours prior to pick up.

<u>RAVEN ROCK MOUNTAIN COMPLEX-SITE R</u> <u>DELIVERY REQUEST</u>	
<p>ALL requests for delivery must be submitted at a minimum of 24 hour in advance to the Raven Rock Mountain Complex-Site R Provost Marshal Office – Fax (717) 878-5374 or (301) 878-5374. Deliveries will be made between the hours of 0700 to 1400, Monday thru Friday, excluding all weekends and Federal holidays.</p>	
<p>ONLY GOVERNMENT AGENCY POINT OF CONTACT (POC) MAY REQUEST DELIVERIES. THE GOVERNMENT AGENCY POC SIGNATURE (DD Form 577, Signature Card) MUST BE ON FILE WITH THE PMO. THIS DELIVERY REQUEST FORM IS NOT TO BE FILLED OUT BY CONTRACTORS.</p>	
<p>Driver's Full Name: _____</p>	
<p>BADGED: (YES) (NO) If no, provide the following information:</p>	
SSAN: _____	Date of Birth: _____ Place of Birth: _____
<p>HELPER'S FULL NAME: _____</p>	
<p>BADGED: (YES) (NO) If no, provide the following information:</p>	
SSAN: _____	Date of Birth: _____ Place of Birth: _____
<p>COMPANY/AGENCY NAME: _____</p>	
<p>REQUESTED DATE/TIME OF DELIVERY: _____</p>	
VEHICLE LICENSE #: _____	STATE: _____
<p>CONTENTS OF DELIVERY: _____</p>	
POC PHONE NUMBER: _____	POC FAX NUMBER: _____
<p>GOV'T POC (PRINTED): _____</p>	

MREs Overseas Via Military Airlift

POC at vendor's location

The POC at the vendor's location is contacted to obtain how the material is packed and the actual weight and cube of the shipment. The shipment is air validated in FACTS

Process requisition

Process requisition in Vendor Shipment Module (VSM) Web.

As an example: Vendor Name: My Own Meals (Cage A0YN13)

POC: Stephen Garces 06134-604-672

DOC	FSC	STOCK NUMBER	QUANTITY	DOCUMENT NUMBER	SUPPLEMENTARY	BIG FUND	DISTR	PRIO	ECT	DEL DATE	UNIT
ADP	897001E10001	30	WKHFS053400037	A05	02	999					9.4
<ul style="list-style-type: none"> MY OWN MEALS POC JOE DONORA 847-948-1118 5410 WEST ROOSEVELT RD SUNGATE PARK CHICAGO IL 60644 											
SHIP	SR W1EK HHC 7TH USA TNG COM	TROOP ISSUE SUBS ACT GRAF	GRAFENWOEHR GE 92655	MARK FOR	PROJECT	TOTAL DOLLARS					
WAREHOUSE LOCATION	TYPE OF CARGO	UNIT PACK	UNIT WEIGHT	UNIT CUBE	UFC	N MFC	FREIGHT RATE	DOCUMENT DATE	MAT COND	QUANTITY	
Joe D.	BX	19	1.4								
SUBSTITUTE DATA (ITEM ORIGINALLY REQUESTED)	FREIGHT CLASSIFICATION NOMENCLATURE	ITEM NOMENCLATURE	Kosher	NO. OF CONTAINERS	TOTAL WEIGHT	TOTAL CUBE	RECEIVED BY AND DATE	INSPECTED BY AND DATE	WAREHOUSE BY AND DATE	WAREHOUSE LOCATION	
				30	540	42					
REMARKS:	FIRST DESTINATION ADDRESS	DATE SHIPPED	TRANSPORTATION CHARGEABLE TO	BILLING AWB OR RECEIVERS SIGNATURE (AND DATE)	RECEIVERS DOCUMENT NUMBER						
<p>DD FORM 1348-1 1-Mar-74 EDITION OF 1 JAN 84 MAY BE USED UNTIL EXHAUSTED DOD SINGLE LINE ITEM RELEASE / RECEIPT DOCUMENT</p>											

Military Shipping Label (MSL)

The MSL is supplied to the vendor

MREs Overseas Via Military Airlift, Continued

Step 1

Access SDDC/ETA/GFM (Global Freight Management) for carrier and rates.

Select “Rate Quotation.”



Step 2

Select “Create New Request.”



MREs Overseas Via Military Airlift, Continued

Step 3

The system defaults to 6 for the “Number of SCAC” – this should be changed to a higher number. This is the number of carriers that will be returned on the request.

Input the type of equipment requesting:

- “AV1” – LTL (less than truckload)
- “AV3” – TL (truckload)

Note: If unsure of equipment size (“AV1” or “AV3”), do a cost comparison to see which is more cost effective and/or contact a Work Lead for guidance.

Click “Submit.

Rate Quotation GFM Main Menu

Rate Quote Request [Rate Quote History](#)

Submit Reset

Shipment Type: Voluntary
 Mode: Truck, Truckload
 Availability Date: 09/20/2018
 Number of SCACs: 6
 Small Business: No

Organization: Defense Logistics Agency
 Request Name:
 Unit of Measure: Pounds
 Capacity Load:

Equipment
 AV3 - VAN, CLOSED OVER 40 FT

Services
 Accessorial Services [New List](#) Protective Services [New List](#)

Request Parameters			
Origin*	Destination*	Commodity/STCC*	Weight/Gallons*
SPLC 880180250	SPLC 880181000	Search 999913	14500
SPLC	SPLC	Search	

Submit Reset

NOTE: Fields marked with an * are mandatory!

MREs Overseas Via Military Airlift, Continued

Step 4

Input the Standard Point Location Code (SPLC) of the origin of shipment.

Note: A search can be done by clicking on the “SPLC” button. When the search screen appears enter the city, state and select “Wildcard Search”

Click on “Search.”

Training - SPLC Search Screen

Help Desk System

City: marengo

State/Province:

County:

Wildcard Search:

Search Close

Help Desk System

Name:

Phone #:

Fax #:

Email:

MREs Overseas Via Military Airlift, Continued

Step 5

Click on the radio button next to the SPLC wanted.

The SPLC is input on the request form.

Search Parameters	
City:	marengo
State:	
County:	
Wildcard Search:	No
SPLCs found:	13

Result Set				
	SPLC Code	City	County	State
<input type="radio"/>	476991000	MARENGO	MARENGO	AL
<input type="radio"/>	535820000	MARENGO	IOWA	IA
<input type="radio"/>	382226000	MARENGO	MCHENRY	IL
<input type="radio"/>	377614000	MARENGO	CRAWFORD	IN
<input type="radio"/>	319137000	MARENGO	CALHOUN	MI
<input type="radio"/>	183158000	MARENGO	WAYNE	NY
<input type="radio"/>	348398000	MARENGO	MORROW	OH
<input type="radio"/>	211586000	MARENGO	CENTRE	PA
<input type="radio"/>	066139000	MARENGO	13 KERROBERT	SK
<input type="radio"/>	265115000	MARENGO	MECKLENBURG	VA
<input type="radio"/>	842142000	MARENGO	ADAMS	WA
<input type="radio"/>	847514000	MARENGO	COLUMBIA	WA
<input type="radio"/>	321426000	MARENGO	ASHLAND	WI

Once you select the desired location, the SPLC is input on the request form.

Request Parameters				
Origin*	Destination*	Commodity/STCC*	Weight/Gallons*	
SPLC 377614000 x	SPLC 880181000	Search 999913	14500	
SPLC	SPLC	Search		
SPLC	SPLC	Search		
SPLC	SPLC	Search		
SPLC	SPLC	Search		
SPLC	SPLC	Search		
SPLC	SPLC	Search		
SPLC	SPLC	Search		
SPLC	SPLC	Search		
SPLC	SPLC	Search		

MREs Overseas Via Military Airlift, Continued

Step 6

Repeat Step 5 to find the SPLC for the destination of the shipment.

Step 7

The commodity is input as “999913” (Freight All Kinds). The weight is the weight of the shipment (If multiple trucks are needed – the weight input is the weight for one truck).

Click “Submit.”

Rate Quotation GHM Main Menu

Rate Quote Request Rate Quote History

Submit Reset

Shipment Type: Voluntary
 Mode: Truck, Truckload
 Availability Date: 09/20/2019
 Number of SCACs: 6
 Small Business: No

Organization: Defense Logistics Agency
 Request Name:
 Unit of Measure: Pounds
 Capacity Load:

Equipment

AV3 - VAN, CLOSED OVER 40 FT

Request Parameters			
Origin*	Destination*	Commodity/STCC*	Weight/Gallons*
SPLC 377614000	SPLC 572960250	Search 999913	40848
SPLC	SPLC	Search	

Submit Reset

NOTE: Fields marked with an * are mandatory!

MREs Overseas Via Military Airlift, Continued

Step 7

A Rate Quote ID is returned.

Click on the serial number you wish to view.

The screenshot shows a web interface titled "Rate Quotation" with a "GFM Main Menu" button. Below the title are three tabs: "Rate Quote Request", "Rate Quote History", and "Rate Quote Result List". A "Modify Request" button is visible. A red box highlights the text "Rate Quote ID: 901516 Request Name:". Below this is a table titled "Rate Quotation Result List" with the following data:

Serial Number	Origin SPLC	Destination SPLC	Commodity Code
0001	377614000	572960250	999913

Step 8

The list of carriers is returned. Begin making telephone calls to offer shipment to the carriers.

When a carrier accepts the shipment, the page the carrier appears on and the first page is printed and kept with the CBL for reference.

The screenshot shows a web interface titled "Rate Quote Result" with tabs for "Rate Quote Request", "Rate Quote History", and "Rate Quote Result". It includes a "Modify Request" and "Result List" button. The main content is divided into "Request Details for Serial Number: 0001" and "Carrier Details".

Request Details for Serial Number: 0001

Rate Quote ID:	901516	Request Date:	09/20/2019	Request Name:	
Number of SCACs:	6	Availability Date:	09/20/2019	Organization:	Defense Logistics Agency
Small Business:	No	Small Business Sub Category:			

	SPLC	Installation/City	Zone	State	Region	CONUS
Origin:	377614000	MARENGO	37Z	IN	3R	9C
Destination:	572960250	FORT LEONARD WOOD W58QRC	57Z	MO	5R	9C

Mileage: 365 Intra-State: No Total Miles: 365
 Total Shipment Weight: 40848 Unit of Measure: Pounds Mode: Truck, Truckload

Commodity:
 Group: FAK 999913, 99991301
 Equipment: AV3 Number of Vehicles: 1
 Services: 405

Carrier Details:

1. ATIE - ARMSTRONG TRANSPORT GROUP, INC.				Tender:	270120 01	Fuel Surcharge:	0.08
Effective:	05/31/2019	Expires:	05/03/2021	Phone 1:	5125620400	Phone 2:	4159992593
Equipment:	AV3	Commodity:	999913	Rate:	1.5900	Rate Qualifier:	VU
Origin:	3R	Destination:	5R	Mile-Bracket:	-	Weight-Bracket:	-
Minority:	No	Contract Number:				Line Haul Cost:	\$580.35
Small Business:	No					Service Cost:	\$29.63
Small Business Sub Category:						Total Cost:	\$609.98

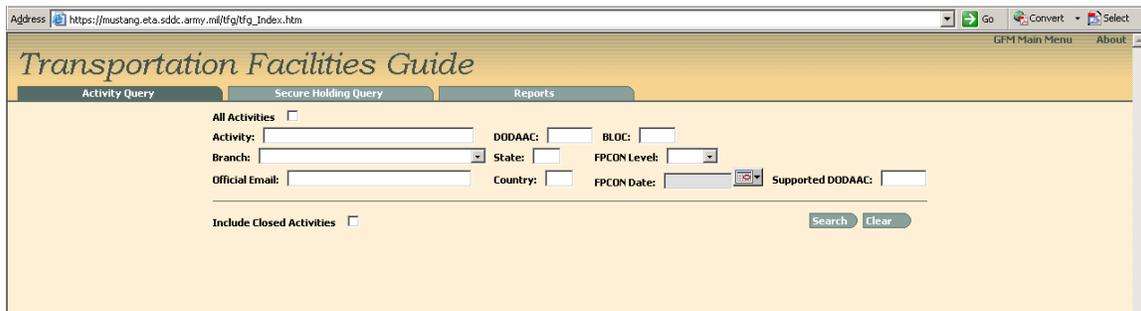
MREs Overseas Via Military Airlift, Continued

Step 9

Access Transportation Facility Guide (TFG) for any special instructions pertaining to the delivery location.

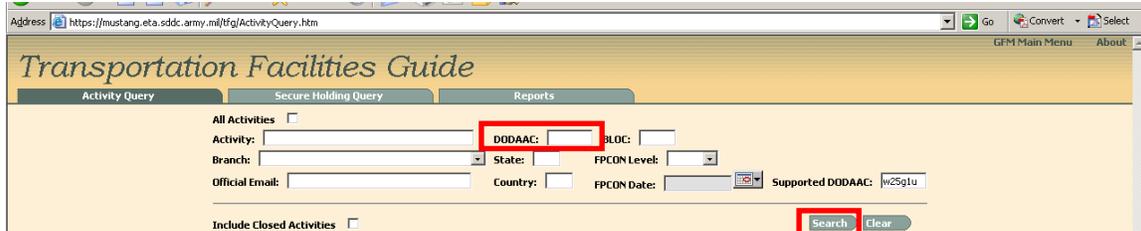
Pathway:

- SDDC
- ETA
- GFM
- Transportation Facilities Guide

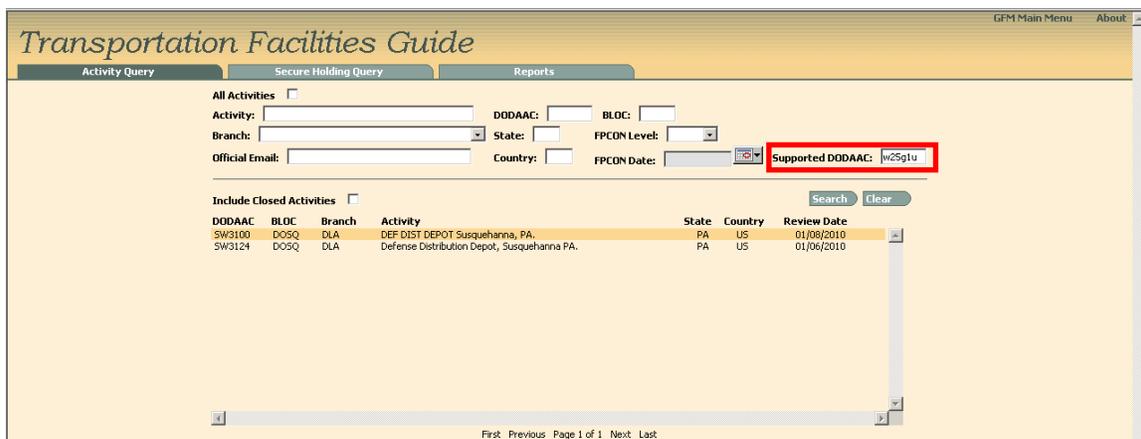


Step 10

Input the DODAAC and click on “Search.”



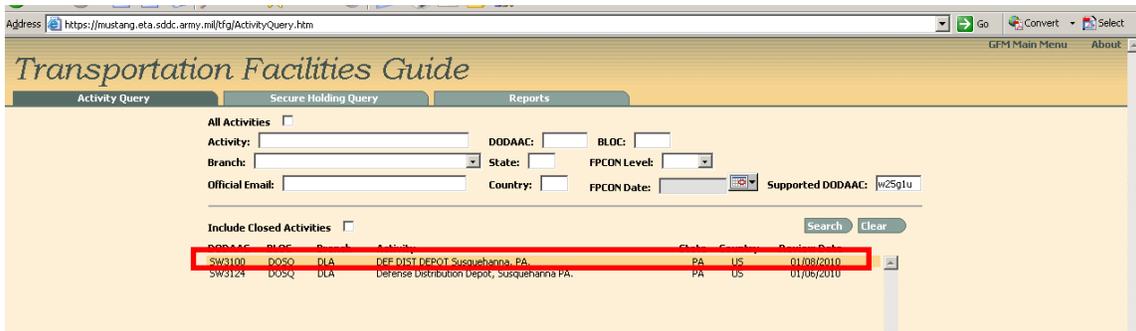
If no records are found, input your DODAAC in the “Supported DODAAC” field.



MREs Overseas Via Military Airlift, Continued

Step 11

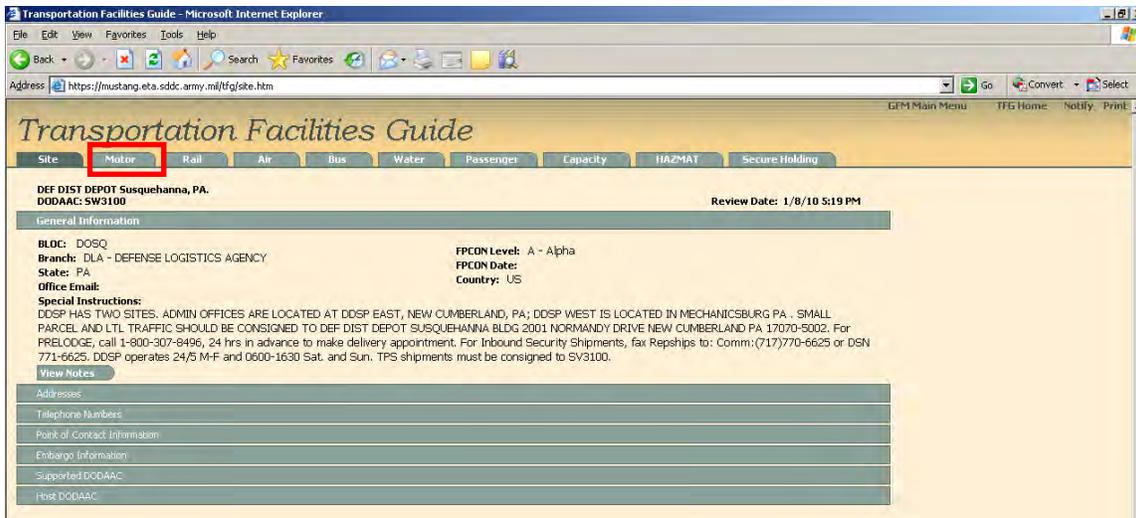
Select a DODAAC by double clicking on it.



Step 12

Review “Remarks”

Click on “Motor.”

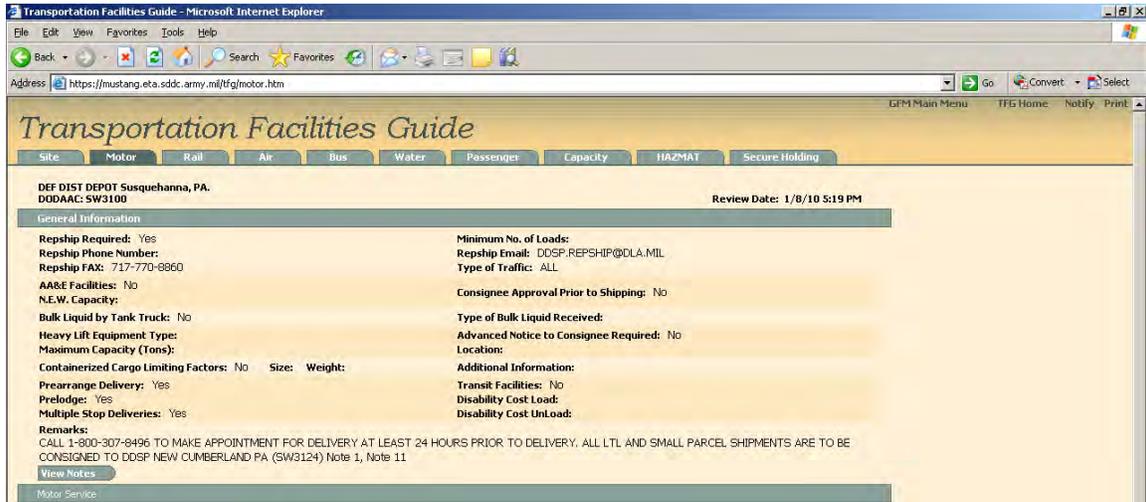


MREs Overseas Via Military Airlift, Continued

Step 13

Any special instructions that would pertain to the shipment must be annotated on the CBL.

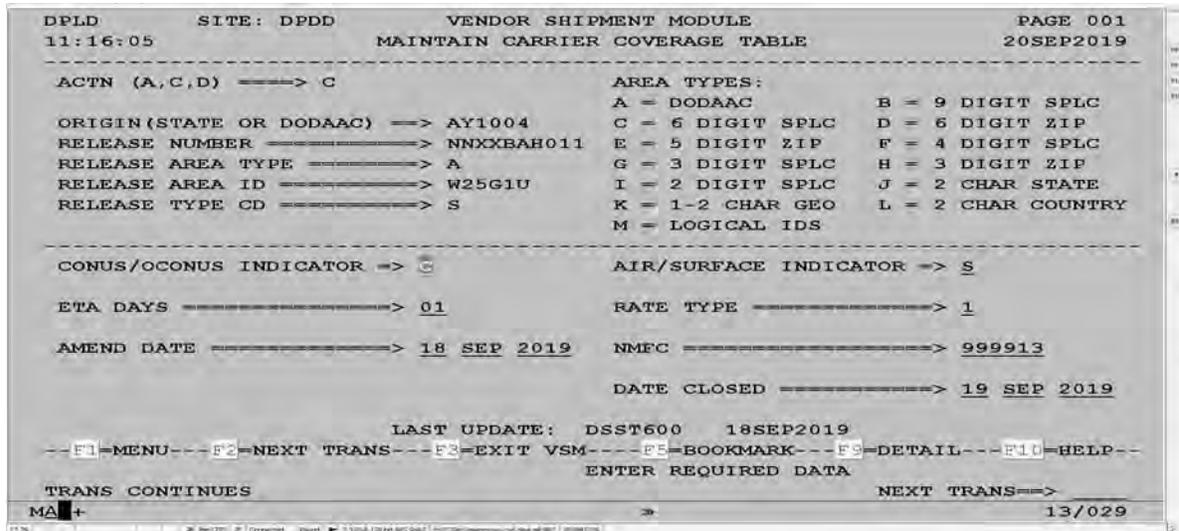
Print this information and input into DSS.



Step 14

A Standing Route Order (SRO) release must be created in VSM DSS. Follow pathway 80-84 to display the DPLD (MAINTAIN MTMC CARRIER COVERAGE TABLE) screen prior to processing the request.

A copy of this release number should be provided to the Transportation Agent (TA), so it can be deleted after the CBL is processed.



MREs Overseas Via Military Airlift, Continued

Step 17

Build “Manual Purchase Order” using the information from the DD Form 1348 received from DLA Troop Support.

Click “Add.”



DSS / Vendor Shipment Module AMERQUAL GROUP, LLC (DRY) (A08KA0)

Manual Purchase Order Main

Process By Purchase Order

Process By Requisition Number

Requisition Number: WK4FSD92190501

+ Add Update Clear

MREs Overseas Via Military Airlift, Continued

Step 18

Input information obtained from the DD Form 1348.

Change IPD to “12” (the IPD must be changed to a TP3 so VSM does not route the material via an air carrier)

Select “Origin Processing” in the “Processing Type” field.

Click “Submit.”

The screenshot shows the 'Update Purchase Order' form with the following fields and values:

CAGE:	08KA0	Agency:	DLA
Release Number:	190773	Clin:	0001
Requisition Number:	WK4FSD92190501	Purchase Order Number:	SP03002190000
Ultimate Consignee:	WK4FSD	<input checked="" type="radio"/> Niin: <input type="radio"/> Part Number:	01-525-6389
Manufacturers CAGE:		NOMEN:	UNITIZED GROUP RATI
FSC:	8970	Quantity:	6371
Unit of Issue:	BX	IPD:	12
RDD:		Unit Price:	\$1
Processing Type:	Origin Processing	Contract Delivery Date:	
Shipment Variance Code:	No Variance	Project Code:	
TAC:			

Red boxes highlight the 'Processing Type' field (set to 'Origin Processing') and the 'IPD' field (set to '12').

MREs Overseas Via Military Airlift, Continued

Step 19

Receive the message “Manual Purchase Order has been added successfully.”

Click “Process Shipment.”

VSM Main Menu MPO FOB Processing Print Seavan Shipping Inq Reports Excep Maint How To

DSS / Vendor Shipment Module AMERIQUEL GROUP, LLC (DRY) (A08KA0)

Update Purchase Order

CAGE: 08KA0 Agency: DLA
Release Number: 190773 ClIn: 0001
Requisition Number: WK4FSD92190501 Purchase Order Number: SP03002190000
Ultimate Consignee: WK4FSD Nilin Part Number: 01-525-6389
Manufacturers CAGE: NOMEN: UNITIZED GROUP RATI
FSC: 8970 Quantity: 6371
Unit of Issue: BX IPD: 12
RDD: Unit Price: \$1
Processing Type: Origin Processing Contract Delivery Date:
Shipment Variance Code: No Variance Project Code:
TAC:

Manual Purchase Order has been added successfully. Click Process Shipment to arrange the shipment for this purchase order.

Submit Reset **Process Shipment**

Step 20

Click “Submit.”

VSM Main Menu MPO FOB Processing Print Seavan Shipping Inq Reports Excep Maint How To

DSS / Vendor Shipment Module AMERIQUEL GROUP, LLC (DRY) (A08KA0)

Origin Processing For DPDD

X	Rise	CLIN	Purchase Order Number	Requisition Number	CDD	IPD	Ship To	Ultimate	Qty Open	SCN
<input checked="" type="checkbox"/>		0001	SP03002190000	WK4FSD92190501		12	0001MJ	WK4FSD	6371	

Item Labels Single Multiple Freight Piece
 Oversize Shipment

Number of records: 1

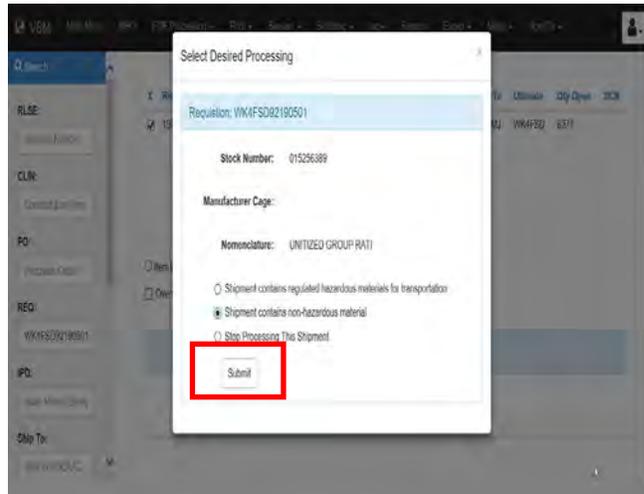
Submit Reset Export To Excel Shipped View

MREs Overseas Via Military Airlift, Continued

Step 21

Select the appropriate hazardous material type.

Click “Submit.”



Step 22 (if multiple trucks are being processed)

If multiple trucks are being processed, select “Partial”

Note: If request is for one truck, change “Processing Type” to “Total” and input the weight and dimensions. Proceed to Step 24.

Change the quantity to amount loaded on one truck.

Input the weight and dimensions for the truck.

Click “Submit.”

MREs Overseas Via Military Airlift, Continued

Step 23

Input the number of pallets on the truck in “Carrier Remarks.”

Click “Submit.”

The screenshot shows a VSM form for processing a shipment. The form includes fields for Requisition Control Number (WK4FSD82190501), Processing Type (Partial/Total), Quantity (39 of 6371), Total Weight (43928), Dimensions (L: 48, W: 48, H: 30), Cube (40), Vendor Reference Number, Type Pack (CARTON), #Pcs/Pallet (0), Type Pack Pallet (CARTON), Type Equipment (Flat Bed, 31 - 40 ft), Carrier Remarks (38 Pallets), Available Date (09/20/2019), and Stackable (Yes/No). The Carrier Remarks field is highlighted with a red box.

Step 24

The message “Message From Server! The FOB Origin Shipment _____ has been accepted.

Annotate the shipment control number.

Access VSM DSS.

The screenshot shows the VSM DSS interface with a table of MRE shipments. The table has columns for various identifiers and a 'Partial' status. A message box at the bottom of the table area is highlighted with a red box, containing the text: "Message From Server! The FOB Origin Shipment 20004814 has been accepted." The number of records is shown as 18.

Req	Qty	FEMA	Item	Lot	FEMA	FEMA	Lot	
<input type="checkbox"/>	0001	0001	FEMA201828900	7033E98287MRE1G	12	FEMA01	FEMA01	262656
<input type="checkbox"/>	0001	0001	SPM282BKK0001	M353008268881D	12	M35300	M35300	27 Partial
<input type="checkbox"/>	0001	0001	FEMA201826000	7033E98260MRE4C	12	FEMA02	FEMA02	372096
<input type="checkbox"/>	0001	0001	FEMA201826000	7033E98260MRE4G	12	FEMA02	FEMA02	372096
<input type="checkbox"/>	0001	0001	FEMA201826000	7033E98260MRE4E	12	FEMA02	FEMA02	372096

MREs Overseas Via Military Airlift, Continued

Step 25

Follow VSM DSS pathway 10-1C to display the DPBA (REVIEW SHIPPING DOCUMENTS) screen.

Input an “X” next to the Ship Control Number to review.

Press ENTER.

SEL	SHPMNT	VENDOR	MSTR BILL NBR	NBR	STOP	REQD	(B)	(T)	(P)
X-SEL	CONTROL	DODAAC	OR	STOPS	NBR	REV	BILL	TCMDS	PARCEL
-	09621530	A1QUF1		00	01	R	00	00	00
-X	09621532	A1QUF1		00	01	R	00	00	00
-	09621538	A1QUF1		00	01	R	00	00	00
-	09621541	A1QUF1		00	01	R	00	00	00
-	09622559	A1QUF1		00	01	R	00	00	00
-	09773839	A1EFH8		00	01	R	00	00	00
-	10135983	B06AE7		00	01	X	00	00	00
-	10189363	A3YEZ1		00	01	X	00	00	00
-	10599094	A0PUT5		00	01	X	00	00	00
-	10645134	A50KE2		00	01	X	00	00	00

HIGHLIGHTED LINES CURRENTLY BEING REVIEWED

--- F1=MENU --- F2=NEXT TRANS --- F3=EXIT VSM --- F4=BOOKMARK --- F7/8=PAGE B/F ---

THIS IS THE FIRST SCREEN

TRANS CONTINUES NEXT TRANS==>

MA+ 04/017

VSM DSS will display the DPBB (REVIEW BILL OF LADING DATA) screen.

Step 26

Review information for accuracy. Additional information to address (Bldg number) can be added. **The POC for Consignee is input in “User Entered Marks” field.**

Select **F6** to view TCN information – appropriation.

DPBB SITE: DPDD VENDOR SHIPMENT MODULE PAGE 001
12:21:06 REVIEW BILL OF LADING DATA 20SEP2019

VENDOR CAGE ==> B3212 VENDOR DODAAC ==> BB3212
SHPMNT CNTRL NBR ==> 12247595 BILL NUMBER ==> 15BLELDP
TRANS COMPANY TENDERED ==> C2 FREIGHT RESOURCES MTMC RLSE NBR ==> 7YBCDUGCMS
DODAAC ==> S23587 AIR/SURFACE ==> S
SCAC ==> CTWR BASE CHARGES ==> 700.00
CARRIER WAYBILL NUMBER ==> MODE ==>
PRO NUMBER ==> EQUIP TYPE ==> AF3
DES DELVRY DATE ==> 16 OCT 2015 SHIP WEIGHT ==> 33499.00
CONSIGNEE ADDRESS: SHIP CUBE ==> 1334.847
DLA DISPOSITION SVCS RED RIVER MSTR BILL NBR ==>
BLDG 473
RED RIVER ARMY DEPOT
HOOKS TX 75507-5000

USER ENTERED MARKS:

CITY ==> HOOKS STATE ==> TX ZIP ==> 755075000 CNTRY ==> US
--- F1=MENU --- F2=NXT TRNS --- F3=EXIT VSM --- F4=PREV --- F5=BKMRK --- F6=TCN ---
--- F7/8=PAGE B/F --- F9=VENDOR DATA/ACCESSORIALS/REROUTE SHIPMENT --- F10=HELP ---

THIS IS THE ONLY SCREEN

TRANS CONTINUES NEXT TRANS==>

MA+ 08/069

MREs Overseas Via Military Airlift, Continued

Step 27

On the DPBD (REVIEW TCN DATA) screen, change the APPN to reflect the new TAC code.

Input “Y” in the “DONE” field.

Note: For all MREs use the appropriate TAC code the current fiscal year.

Press ENTER.

```

DPBD          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
12:28:51          REVIEW TCN DATA          20SEP2019
-----
BOL/MSTR BOL => 15BLELDP /          OR TCMD DCMNT NBR ==>
-----
TCN ==> SZ358752673967XXX          SHPMNT CNTRL NBR ==> 12247595
NUMBER OF PIECES ==> 6          SHIP FROM DODAAC ==> BB3212
FRT PIECE NBR ==> 1          SHIP TO DODAAC ==> SZ3587
GROSS WT/CUBE ==> 5583 / 125          ULTIMATE CONSIGNEE ==> SZ3587
L => 75 W => 48 H => 60          CRP/BBP ==> SZ3587
SCAC ==> CTWR          TYPE PACK ==> CT
TRACKING NBR ==>          AIR/SURFACE ==> S
MODE SHIP ==>          CMDTY ==> TAC ==> S9NA
NMFC/SUF ==> 999913          OVERSEAS INDICATOR ==> N
DESC => FREIGHT ALL KINDS          ATCMD SEND INDICATOR ==>
ITN ==>          HAZ IND ==> N VIEW HAZ (Y/N) ==> N
APPN ==> S4D6
-----
CHANGE TO SMALL PARCEL:  MODE DESC =>          RATE =>          DONE ==> N
-F1=MENU-F2=NEXT TRANS-F3=EXIT VSM-F4=PREV-F5=BOOKMARK-F7/8=PAGE B/F-F10=HELP-
THIS IS THE FIRST SCREEN
TRANS CONTINUES          NEXT TRANS==>
MA+          >          17/010
    
```

Press **F4** to return to 1st page of bill.

Then press **F9** to display the DPBC (REVIEW VENDOR DATA/ACCESSORIALS /REROUTE SHIPMENTS) screen.

MREs Overseas Via Military Airlift, Continued

Step 28

The Pick-up date/pick-up time (if known) can be changed on this screen.

Verify fuel surcharge was calculated.

Changes to SRO release number and SCAC are completed on this screen, if needed.

If changes/updates are made, input “Y” in “DONE WITH UPDATES” field.

Press ENTER.

F4 to return to DBPA (REVIEW SHIPPING DOCUMENTS) screen.

```

DPBC          SITE: DPDD          VENDOR SHIPMENT MODULE          PAGE 001
12:38:17     REVIEW VENDOR DATA/ACCESSORIALS/REROUTE SHIPMENT    20SEP2019
-----
RQSTD P/U DATE ==> 15 OCT 2015 RQSTD P/U TIME => 09 : 00   SCN ==> 12247595
RMRKS: CN 106935M FLTBED CALL TERRANCE WIL LIAMS AT 405-739-4222
P/U 10-15 @ 8 AM, 405-739-4222, DEL 10-16 @ 9 AM, 903-334-2704/3177
ACC CHGS:   CODE          DESCRIPTION          QUANTITY   TOTAL CHARGES
-----
[REDACTED]
-----
TOTAL ACSRL CHARGES FOR SHIPMENT =====> 0.00
BOL BASE CHARGE =====> 700.00   BOL TOT CHARGES =====> 700.00
SEAVAN CHGS:  FRT RATE =>          + BAF =>          + CAF =>
               + STOP =>          + CUS =>          = TOT =>
REPLAN SHIPMENT:
SHIP TO => S23587   SCAC => CTWR   MTMC RLSE => 7YBCDUCCMS   AIR SRFC CD => S
AIR SRFC CD =>     MTMC RLSE =>          SCAC =>
SHIP TO =>          POE =>          POD =>          DONE WITH UPDATES =====> N
-----F1=MENU--F2=NEXT TRAN--F3=EXIT VSM-F4=PREV--F5=BOOKMARK--F10=HELP-----
TRANS CONTINUES                                     THIS IS THE ONLY SCREEN
NEXT TRANS==>
MA +
04/022

```

MREs Overseas Via Military Airlift, Continued

Step 29

Input “T” to tender shipment

Press ENTER.

SEL	SHPMNT CONTROL	VENDOR DODAAC	MSTR BILL NBR	NBR	STOP	REQD	(B)	(T)	(P)
X-SEL	T-TNDR	NUMBER	TCMD DCMNT NBR	STOPS	NBR	REV	BILL	TCMDS	PARCEL
-	11619657	A79343		00	01	X	00	00	00
-	11650108	A0UKB6		00	01	X	00	00	00
-	11650173	A0UKB6		00	01	X	00	00	00
T	11832547			00	00	X	00	01	00
-	11832568			00	00	X	00	01	00
-	11944125	B3B1R2		00	01	X	00	00	00
-	11944130	B3B1R2		00	01	X	00	00	00
-	11944956	B3B1R2		00	01	X	00	00	00
-	11983595	A0NJT4		00	01	X	00	00	00
-	11984573	A0NJT4		00	01	X	00	00	00

VSM DSS will display a refreshed DPBA (REVIEW SHIPPING DOCUMENTS) screen.

Step 30

The message “SHPMNT CNTL NBR _____ PROCESSED” is displayed at the bottom of the screen.

SEL	SHPMNT CONTROL	VENDOR DODAAC	MSTR BILL NBR	NBR	STOP	REQD	(B)	(T)	(P)
X-SEL	T-TNDR	NUMBER	TCMD DCMNT NBR	STOPS	NBR	REV	BILL	TCMDS	PARCEL
-	11987843	A0NJT4		00	01	X	00	00	00
-	11988241	A0NJT4		00	01	X	00	00	00
-	11993410			00	00	X	00	01	00
-	12055096	C5UY76		00	01	R	00	00	00
-	12083383	B76364		00	01	R	00	00	00
-	12087067	B76364		00	01	R	00	00	00
-	12093733	B6A8Y8		00	01	R	00	00	00
-	12247595	BB3212		01	01	X	01	00	00
-	12405480	A59157		00	01	R	00	00	00
-	12405708	A59157		00	01	R	00	00	00

Step 31

Follow VSM DSS pathway 30-3P or 10-1D to display the DPQX (DISPLAY AND RELEASE EXCEPTIONS) screen.

MREs Overseas Via Military Airlift, Continued

Step 34

Access VSM to print bill.

Select the document you want printed.

Press “Print.”

The screenshot displays the 'Print Documents Main' interface. On the left is a search sidebar with fields for RLSE (Release Number), REQ (Requisition Number), PO (Purchase Order), SHIP TO (Ship To), SCN (Shipment Control), and BOL (Bill of Lading). The main area shows a table of documents with columns for selection, SCN, SPM, MMP, CYLI, date, and MMP100. The document with SCN 18188750 is selected. Below the table, it shows 'Showing First 88 Of 88 Total Records.' and details for SCN: 18188750, Carrier: CYLI, Ship To: MMP100, Processing: Origin, BOL: 19AV2JDP. A list of document types is shown with checkboxes: Bill of Lading(1), RFID Tag(0), TCMD(0), AE302(0), Small Parcel Carrier Label(0), Container ID Label(0), MSL(35), Packing List(35), Commercial Invoice(0), and 1907(0). A 'Print' button is highlighted at the bottom.

	SCN	SPM	MMP	CYLI	Date	MMP100
<input type="radio"/>	18388068	SPM0300009176	MMP10091710077	CYLI	07/02/19 8:00 am	MMP100
<input type="radio"/>	18388080	SPM0300009176	MMP10091710077	CYLI	07/02/19 8:00 am	MMP100
<input type="radio"/>	18388088	SPM0300009176	MMP10091710077	CYLI	07/02/19 8:00 am	MMP100
<input checked="" type="radio"/>	18188750	SPM0300009128	M2711591261538	CYLI	05/16/19 8:00 am	MMP100
<input type="radio"/>	18188807	SPM0300009128	M2711591261538	CYLI	05/16/19 8:00 am	MMP100

Showing First 88 Of 88 Total Records.

SCN: 18188750 Carrier: CYLI Ship To: MMP100 Processing: Origin BOL: 19AV2JDP

Bill of Lading(1) RFID Tag(0) TCMD(0) AE302(0) Small Parcel Carrier Label(0) Container ID Label(0) MSL(35)
 Packing List(35) Commercial Invoice(0) 1907(0)

Print

MREs Overseas Via Military Airlift, Continued

Example of the CBL

Below is an example of the CBL provided to the origin POC at the pickup location.

Note: It is not necessary to print the MSL.

The copy of the CBL with the charges is:

- Provided to the carrier
- Provided for Sycada purposes
- Kept with the TA for follow up

BLDG 633 CAMP ATTERBURY EDINBURGH IN 46124-5000		3/23/5250 7. SPLC (Orig.)	AMERIQUEAL PACKAGING MARENGO WHSE, 300 EAST UNION ST MARENGO IN 47140-		
9. CONSIGNEE (Name, Address and ZIP code of installation) XRR 1438 TC CO MDM TRK BLDG 633 CAMP ATTERBURY EDINBURGH IN 46124-5000		10. GBLOC (Cons.)	11. SHIPPER (Name, Address and ZIP code) T.O. DEFENSE DISTRIBUTION CENTER NEW CUMBERLAND, PA 17070-5000		
12. APPROPRIATION CHARGEABLE 97 XXXXXXXX 4930 5BE0 001 34801 Q 2 12 Q JQD2 Q08 JQD21STDEST 033181		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) POWERTRACK U S BANK FBTT0008 1010 S 7TH STREET MINNEAPOLIS MN 55415			
14. VIA (Route shipment when advantageous to the Government) LRGR TERMS: MILEAGE: 99		15. MARKS AND ANNOTATIONS TP-3 DDD-2007345 (YYYYDDD) 37 PALLETS			
16. PACKAGES NO. KIND 1 CT		17. HM 18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible.) CLASSIFICATION ITEM NO. THIS B/L CONSISTS OF 2 PAGES TOTAL CUBE 1758 TOTAL WT OF ARTICLES TOTAL PALLET WT GROSS WT SEE PAGE 2 FOR SPECIAL INSTRUCTIONS		19. WEIGHT * (Pounds only) ACTUAL 40848 0 40848 FOR USE OF BILLING CARRIER ONLY Services Rate Charges TOTAL CHARGES \$724.68	
20. TARIFF/SPECIAL RATE AUTHORITY LRCR000195		21. PICKUP SERV. FURNISHED <input type="checkbox"/> YES VEHICLE FULLY LOADED <input type="checkbox"/> YES		SHIPPER'S INITIALS 22. CARRIER WAY/FREIGHT BILL NO. AND DATE	

MREs Overseas Via Military Airlift, Continued

Example of MRE tracking

The CBL number (s), Carrier, Pick up date/time are input on the MRE Tracking spreadsheet

SRO Release Number should be deleted from VSM DSS Main Frame.

Follow up with carrier and/or pick up location to ensure the freight was picked up to meet the RDD on the request.

In this example, Column “J” is updated when the shipment was picked up.

	D	E	F	G	H	I	J	
1	TCN/Document Number	Destination	RDD	CBL	Carrier	Pick-Up Date/Time	Was the Load Picked-up Y/N	
918	W68NE573330048	FT LEWIS, WA	12/14/2007					
919	W9189L7334H300	CAMP SHELBY MS	12/17/2007	005356DP	RYNK	11/31/07	Y	RDD 12/17/07
920	M353007333888D	TWENTYNINIE PALMS, CA	12/10/2007	005389DP	CVQC			RDD 12/10/07
921	M353007333888D	TWENTYNINIE PALMS, CA	12/10/2007	005388DP	CVQC			RDD 12/10/2007
922	M9307073340005	CAMP LEJEUNE	12/7/2007	005539DP	CRLC	12/4/07 0:00	Y	
923	M9307073340005	CAMP LEJEUNE	12/7/2007	005542DP	SCGP	12/4/07 0:00	Y	DELIVERED 12/7/2007 AT 09:10
924	M9307073340005	CAMP LEJEUNE	12/7/2007	005540DP	SCGP	12/4/07 0:00	Y	
925	M9307073340005	CAMP LEJEUNE	12/7/2007	005541DP	SCGP	12/4/07 0:00	Y	
926	M9307073340005	CAMP LEJEUNE	12/7/2007	005543DP	SCGP	12/4/07 0:00	Y	
927	W45NGM73230720	FT SAM HOUSTON	12/21/2007					
928	W22PEO73380001	FT KNOX, KY	12/19/2007					
929	SC03007338SD01	ADAMS COUNTY, PA	12/11/2007	005731DP	RYNK	12/10/07 0:00		
930	SC03007338SD01	ADAMS COUNTY, PA	12/11/2007	005733DP	RYNK	12/100/2007		
931	W51HQG73390218	FT CARSON, CO	12/18/2007					
932	W45NFB73400445	FT HOOD, TX	12/12/2007	005680DP	CTWR	12/10/07 0:00		
933	W58NQ373390934	FT LEONARD WOOD, MO	12/11/2007					
934	W68NE573400112	FT LEWIS, WA	12/18/2007	005768DP	RYNK			RDD 12/18/07
935	W81J9E73390001	CLACKAMAS, OR	12/19/2007					
936	W33RSW73400218	FT STEWART, GA	12/13/2007	005830DP	RYNK			RDD 12/13/07
937	W33RSW73400218	FT STEWART, GA	12/13/2007	005831DP	RYNK			RDD 12/13/07
938	W33RSW73400218	FT STEWART, GA	12/13/2007	005832DP	RYNK			RDD 12/13/07
939								

<https://dlamil.dps.mil/teams/C12/603/Standardization/Forms/AllItems.aspx?RootFolder=%2Fteams%2FC12%2F603%2FStandardization%2FVSM%2FProcess%20Manuals&FolderCTID=0x01200029C9F0E290390146BB01EA9B8FC63D4E>

DLA
DISTRIBUTION



**PROCESS
MANUAL**