

Customer Checklist

Date

Document Number

NSN

QTY

Color?

Used for storage, shipping or both?

Off-loading equipment available? (yes or no)

Container Control Officer (*include name, comm phone number, email address*)

Customer Point of Contact (*include name, comm phone number, email address*)

Delivery Address

Special Delivery Instructions (if required)

IMPORTANT

Container production lead-time is 90 - 150 days depending on item

**ALL customers must submit *Material Receipt Acknowledgment (MRA)* IAW
*DLM400.25, VOL 2 December 14, 2016 Change 8***

Submit Checklist to: trpsptcontainercusto@dla.mil or specific container POC

ATTENTION

Checklist must be completed and submitted with your requisition, this document is required by contracting before they can proceed with your purchase and, is necessary to ensure the accurate and expeditious processing of your order.

***** Failure to complete form will result in delay or cancellation of order. *****

ALL customers must complete customer checklist and forward to the [container customer group](#) or specific container team POC.

Please follow the below guidelines to save and forward checklist once completed:

Save your checklist

1. Open "file" menu
2. Select "save as"
3. Type ***YOUR*** document number, underscore and NIIN - eg. **WD1OCU0234567_001112222**
4. Click "save" (***remember to save file to a folder you can locate later***)

Forward to the [container customer group](#):

5. Open email window and enter the ***Document Number and NIIN*** into the subject line
6. Attach the saved "***checklist file***"
7. Forward email to the [container customer group](#)

***** Lead times may be affected by current global and environmental commerce factors which may cause longer procurement, manufacturing and shipping times of some material. *****