

U.S. Government

Freight Transportation Handbook

July 25, 2000

FOREWORD

Bills of lading are multi-use documents that are essential to the conduct of day-to-day Government operations when transportation of supplies, materials, and personal property is required. The Commercial Bill of Lading (CBL), the U.S. Government Bill of Lading (GBL), and the U.S. Government Bill of Lading--Privately Owned Personal Property (PPGBL), with their various copies and memorandum sheets, are the primary documents used to procure freight and express transportation and related services from commercial Transportation Service Providers (TSPs), including freight forwarders.

This guide replaces the 1989 edition. It was developed to assist administrative and fiscal personnel who process CBLs/GBLs/PPGBLs but are not directly involved in making freight or express shipments, as well as those employees directly involved in supply and distribution activities. Careful application of the principles and instructions in this guide will result in greater efficiency in the shipping and receiving operations of the Government, in improved TSP services, and in conservation of transportation funds.

The General Services Administration (GSA) prescribes regulations governing the use of CBLs/GBLs which are published in 41 CFR 101-41.2 (now 41 CFR 102-118). This revised edition of the guide is published to aid in the implementation of these regulations.

This guide is available to Government agencies and TSPs. To obtain a copy of this handbook, you may write to the General Services Administration, Federal Supply Service, Audit Division (FBA), 1800 F Street, NW, Washington, DC 20405. For additional information, please check their web site at <http://www.fss.gsa.gov/transtrav>.

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CHAPTER 1. INTRODUCTION

When to use CBLs/GBLs/PPGBLs

CBLs may be used for the transportation of property of the United States when freight charges are to be paid by the Government directly to commercial TSPs. TSPs must comply with all terms and conditions referenced in 41 CFR 102-118, Subpart C to protect the Government's interests.

Optional Form 1103, U.S. Government Bill of Lading (GBL) and Commercial Bill of Lading (CBL) (see fig.1-1.), authorized in 41 CFR 102-118, may be alternately used for the transportation of property of the United States when freight charges are to be paid by the Government directly to commercial TSPs regardless of the amount of transportation charges.

Optional Form 1203, U.S. Government Bill of Lading--Privately Owned Personal Property (PPGBL) (see fig. 1-3.), was promulgated by the General Services Administration (GSA) at the request of the Department of Defense (DOD) to fill the special needs of DOD's household goods unaccompanied baggage and mobile homes movements. It is used primarily for shipments of personal property owned by Federal employees relocated in the interest of the Government. Use of the PPGBL is mandatory for DOD and optional for other Federal agencies.

CBLs/GBLs/ PPGBLs may be used for:

- All modes of transportation: rail, motor, air, inland water, ocean, express,
- forwarders, and pipeline.
- Shipments that move within the United States (including Hawaii, Alaska, and U.S. Trust Territories) or between points in the United States and any other country.
- Government shipments that move between points outside of the United States, if TSPs are willing to accept CBLs/GBLs/PPGBLs.

Multiuse Documents

The CBL/GBL/PPGBL are designed to meet the requirements of Government shipping and receiving activities, audit requirements of GSA, and recordkeeping and billing needs of commercial TSPs. The original CBL/GBL/PPGBL or one of their various copies may serve as a:

- | | |
|-----------------------------------|-----------------------------------------|
| (a) Listing of material shipped | (e) TSP's waybill |
| (b) Contract of carriage | (f) Freight bill to the Government; and |
| (c) Shipping order | (g) Notice of condition of shipment at |
| (d) Documentary evidence of title | Final destination |

Prohibitions

The issuance of a CBL/GBL/PPGBL after performance of freight service is prohibited. The issuance of a duplicate CBL/GBL/PPGBL is also prohibited.

Computer Preparation

Departures from the exact specifications of the standard bill of lading forms are not permitted. Agencies having facilities for computer preparation of GBLs may order them in continuous fanfold format with pinfeed strips attached to the sides, but such forms must conform to all other specifications on the GBL, including overall size, wording, arrangement, color, construction, and grade of paper. Minor adjustments in spacing to accommodate differences in alignment of computer line printing are permissible, but all copies in the GBL sets must register from part to part. Agency orders for continuous fanfold GBLs shall be executed and processed in accordance with 41 CFR 101-26.302.

Overprinting

When it is economical and advantageous to do so, agencies may order any or all of the following information overprinted on GBLs/PPGBLs:

- Name of shipper (agency/department, and bureau or service)
- Bill to or paying office
- Name and title of issuing officer, issuing office, and place of issue
- Appropriation or fund chargeable
- Origin

To do this, the requesting agency must submit a printing requisition (SF 1-C or GPO Form 1026-A) to the accountable forms office in the Federal Supply Service, General Services Administration, General Products Commodity Center (7FXM-WS), 819 Taylor St., Room 6A24, Fort Worth, TX 76102 for direct procurement.

Numbering System

GBLs/PPGBLs are serially numbered at the time of printing, except in those instances where agencies are issuing GBLs/PPGBLs through automatic data processing and are authorized by GSA to imprint numbers at the time of issuance.

GBL sets begin with letter and number A-0,000,001 and continue through A-9,999,999, after which the letter symbol changes to B, then to C, etc. PPGBL sets are distinguished from regular GBLs by the inclusion of the letter "P" prior to the form's serial number. PPGBLs start with letter and number AP-000,001 and continue through AP-999,999, after which the lettered symbol becomes BP, CP, etc.

For CBLs, each agency must create a unique numbering system to account for and prevent duplicate numbers. GSA Audit Division must approve this system.

Control and Accountability

Agencies shall maintain accountability records and physical control of GBL/PPGBL stock. Employees responsible for the issuance and use of GBL/PPGBL forms shall be held accountable for their disposition.

Multicar/Trailer/Container Shipments

A shipment covered by one CBL/GBL may consist of several cars, trailers, or containers, in which case appropriate information for each car, trailer, or container must be shown in the various blocks provided on the CBL/GBL.

Obtaining GBLs/PPGBLs

Government agencies and activities should order supplies of the GBL/PPGBL by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA, Federal Supply Service, General Products Commodity Center (7FXM-WS), 819 Taylor St., Room 6A24, Fort Worth, TX 76102. Agencies may also use their Government Purchase Card or an Activity Address Code and order by telephone at 1 (800) 488-311 or online at <http://www.gsaadvantage.gov>. The National Stock Numbers for the different GBL sets are as follows:

<u>GBL</u>	<u>National Stock Numbers</u>
OF 1103 (9-part snap-out)	7540-00-656-1476
OF 1103 (9-part computer pin-feed)	7540-01-049-1118
<u>GBL Continuation Sets</u>	
SF 1109 (9-part snap-out)	4540-00-656-1477
<u>PPGBL</u>	
OF 1203 (7-part snap-out)	7540-01-082-0589
OF 1203 (7-part computer pin-feed)	7540-01-096-8489
<u>GBL Continuation Sets</u>	
SF 1109 (9-part snap-out)	7540-00-656-1477

Disposing of Obsolete, Spoiled, Canceled or Unused GBLs/PPGBLs

Obsolete GBLs/PPGBLs, as well as GBLs/PPGBLs spoiled in preparation, canceled, or otherwise unused, should be returned to the office in each agency that retains accountability. That accountable office must provide a list of the GBL/PPGBL numbers which are spoiled, obsolete, canceled, lost or otherwise unused to the GSA, FSS, General Products Commodity Center (7FXM-WS), 819 Taylor St., Room 6A24, Fort Worth, TX 76102. After the General Products Commodity Center has notified the sender that the GBL/PPGBL numbers have been received, the GBLs/PPGBLs may be destroyed in accordance with General Records Schedule 9, Travel and Transportation Records.

Where to Get Help

Questions concerning preparation and processing of CBLs/GBLs/PPGBLs may be directed to GSA's Program Support & Business Division (FBC), Program Promotion & Education Branch (FBCP), (telephone: commercial (703) 305-7211).

Department of Defense (DOD) shippers should direct questions to the Military Traffic Management Command (MTMC), Deployment Support Command, Ft. Eustis, VA, (Customer Service Number 1-800-526-1465).

U.S. GOVERNMENT BILL OF LADING		ORIGINAL	B/L NO. C-5685031
1. TRANSPORTATION COMPANY TENDERED TO		2. SCAC	3. DATE B/L PREPARED
5. DESTINATION (Name, address and ZIP code)		6. SPLC (Dest.)	8. ORIGIN (Name, address and ZIP code)
		7. SPLC (Org.)	
9. CONSIGNEE (Name, address and ZIP code of installation)		10. GBLOC (Cons.)	11. SHIPPER (Name, address and ZIP code)
12. APPROPRIATION CHARGEABLE		13. BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code)	
14. VIA (Route shipment when advantageous to the Government)		AGENCY LOC CODE	
15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directions No. 2 on reverse)			

16. PACKAGES		17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible, otherwise use a clear nontechnical description)		19. WEIGHT* (Pounds only)			FOR USE OF BILLING CARRIER ONLY		
NO.	KIND		CLASSIFICATION ITEM NO.				Services	Rate	Charges	
					TOTAL CHARGES					
20. TARIFF/SPECIAL RATE AUTHORITY				21. PICKUP SERV. FURNISHED <input type="checkbox"/> YES <input type="checkbox"/> NO		SHIPPER'S INITIALS		22. CARRIER WAY/FREIGHT BILL NO. AND DATE		
23. STOP THIS SHIPMENT AT			24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS							
			INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED	
					ORDERED	FURNISHED	ORDERED	FURNISHED		
FOR:			APPLIED BY:							
25. CARRIER'S PICKUP DATE (Year, month, & day)			26a. SIGNATURE OF AGENT			26b. PER		B/L NUMBER C-5685031		
27. MODE	28. ESTIMATE	29. NO OF CLS/TLS	30. TYPE RATE	31. PSC	32. REASON		Received by the transportation company named above, subject to conditions named on the reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.			
FOR USE OF ISSUING OFFICE						CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES				
33a. ISSUING OFFICE (Name and complete address)						34a. DELIVERED ON (Year, month & day)		34b. AT (Actual delivery point)		
						33b. GBLOC		34c. BY (Name of delivering carrier)		
33c. ISSUING OFFICER						34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED				
33d. CONTRACT/PURCHASE ORDER NO OR OTHER AUTHORITY				33e. DATED		34e. <input type="checkbox"/> CARRIER OS&D REPORT ATTACHED <input type="checkbox"/> DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/> ACCESSORIAL SERVICES CERTIFICATION ATTACHED		34f. NAME OF BILLING CARRIER		
33f. FOB POINT NAMED IN CONTRACT						34g. SIGNATURE OF CARRIER'S AGENT				

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required. NSN7540-00-656-1475 1103-121 STANDARD FORM 1103 (Rev 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 1-1. Optional Form 1103, U.S. Government Bill of Lading (front)

TERMS AND CONDITIONS

It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41 of the Code of Federal Regulations.

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

Prepayment of charges shall in no way be demanded nor shall carrier make any collection of charges at time of delivery.

INTEREST SHALL ACCRUE FROM THE VOUCHER PAYMENT DATE ON OVERCHARGES MADE HEREUNDER AND SHALL BE PAID AT THE SAME RATE IN EFFECT ON THAT DATE AS PUBLISHED BY THE SECRETARY OF THE TREASURY PURSUANT TO THE DEBT COLLECTION ACT OF 1982.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

1. SF 1109 Continuation Sheet should be used and attached hereto when space under "Description of Articles" on the face of this bill of lading is inadequate.

2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof in the "Marks and Annotations," block 15, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.

3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.

4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.

5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. See General Accounting Office standards in 4 CFR 52.2.

6. Contractor will return unused or canceled bills of lading to the Government office from which received.

IMPORTANT—Regulations require Original, Shipping Order, and Freight Waybill Original and Carrier's Copy to be surrendered to carrier after signature. Memorandum Copy SF 1103-B must be sent to consignee.

SPECIAL SERVICES ORDERED

STANDARD FORM 1103 BACK (Rev. 4-85)

Figure 1-2. Optional Form 1103, U. S. Government Bill of Lading (back)

U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY ORIGINAL **B/L NO. DP-340,192**

1. TRANSPORTATION COMPANY (if agent) TENDERED TO				2. SCAC	3. SERVICE CODE	4. SHIPMENT NO. 5. DATE B/L ISSUED OF	
6. REQUESTED PICKUP DATE	7. REQUESTED PICKUP DATE	8. REQUIRED DELIVERY DATE	IMPORTANT Regulations require Original, Shipping Order, and Freight Waybill (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1200B, Memorandum Copy, to be furnished to consignee (property owner).		10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE		
13. EXTRA PICKUP/DELIVERY (Complete address)					11. AUTHORITY FOR SHIPMENT (Order No., Par. No., MO)		12. DATE OF ORDER
16. Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.				14. DEPARTMENT/AGENCY		15. TRANSPORTATION CONTROL NO.	
18. CONSIGNEE (Name and destination delivery address) (See block 13.)				17. FULL NAME OF SHIPPER			
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE				18. FROM (Complete address of point of pickup) (See block 13.)			
22. VIA (Name of operating carrier)				23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO.		21. BILL CHARGES TO (Dept./Agcy., Div./Off., and complete mailing address)	
25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.)				24. APPROPRIATION CHANGEABLE			

26. PACKAGES		27. DESCRIPTION OF SHIPMENT* (Specify)	28. WEIGHT †	FOR USE OF DESTINATION CARRIER ONLY		
NO.	KIND			SERVICES	29. RATE	30. CHARGES
			GROSS #	LINE-HAUL TRANSPORTATION		
			TARE #	PACKING/UNPACKING		
			NET #	OTHER ACCESSORIAL SERVICES		
			† Incl professional books, papers, and equipment weighing	TOTAL #		
				31. TARIFF OR SPECIAL RATE AUTHORITIES		

* Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon.

B/L NO. DP-340,192

CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING

32a. NAME OF TRANSPORTATION COMPANY	32b. DATE OF RECEIPT OF SHIPMENT	32a. ISSUING OFFICER (Name and title)	32b. ISSUING OFFICE (Name and complete address)	GBLOC #
33c. SIGNATURE OF AGENT/DRIVER	33d. PER	34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)		
		UNAUTHORIZED ITEMS	EXCESS DISTANCE	Other (Explain under remarks)
		EXCESS VALUATION	EXCESS WEIGHT	

CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT

35a. ON (Date)	35b. AT (Actual delivery point)	35c. THE (Name of delivering carrier)
----------------	---------------------------------	---------------------------------------

35d. DELIVERED THIS CONSIGNMENT TO	<input type="checkbox"/> STORAGE IN TRANSIT	<input type="checkbox"/> RESIDENCE	35e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER	<input type="checkbox"/> SHORTAGE	<input type="checkbox"/> DAMAGE	<input type="checkbox"/> CARRIER OS&D REPORT ATTACHED
35f. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)				35g. SIGNATURE OF CARRIER'S AUTHORIZED AGENT		

†Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit.

NSN 7540-01-096-8488

1203-108

STANDARD FORM 1203 (7-87)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 1-3. Optional Form 1203, U.S. Government Bill of Lading –Privately Owned Personal Property (front)

TERMS AND CONDITIONS. It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41, of the Code of Federal Regulations

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

All parties to this bill of lading (carriers, agents, freight forwarders, and others), recognizing that this shipment is made under the auspices of the United States Government, agree to forgo any liens that may arise from any cause whatsoever and not to detain or impound this shipment for any reason.

Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

PRIVACY ACT DATA (5 USC 552a). This form serves as a procurement, accountability and payment form in the shipment of privately owned personal property for the account of the U.S.

Information thereon may be used to prepare related documents or collect excess costs. Disclosure of information is voluntary but its absence may preclude shipment of property.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS.

1. Continuation sheets of the prescribed form should be used and attached hereto when space under "Description of Shipment" on the face of this bill of lading is inadequate.
2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.
3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.
4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.
5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill, manifest or other documentation showing the underlying air carriers used with justification statement for use of the foreign-flag carrier. See General Accounting Office standards in 4 CFR 52.2.

SPECIAL SERVICES ORDERED

STANDARD FORM 1203 BACK (7-87)

Figure 1-4. Optional Form 1203, U.S. Government Bill of Lading – Privately Owned Personal Property (back)

U.S. GOVERNMENT BILL OF LADING CONTINUATION SHEET	ORIGINAL	B/L NO. <input type="checkbox"/> SHEET NO. _____
<i>(This form is to be used as a continuation sheet for SF 1103, U.S. Government Bill of Lading—Original, or SF 1203, U.S. Government Bill of Lading—Privately Owned Personal Property—Original.)</i>		ISSUING OFFICE (Name and complete address)

PACKAGES		HM	DESCRIPTION OF ARTICLES <i>(Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)</i>	WEIGHT* <i>(Pounds only)</i>	FOR USE OF BILLING CARRIER ONLY		
NO.	KIND				SERVICES	RATE	CHARGE*

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

NSN7540-00-634-4299
1109-113

STANDARD FORM 1109 (REV. 4-85)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 1-5. Standard Form 1109, U.S. Government Bill of Lading Continuation Sheet

CHAPTER 2. U.S. GOVERNMENT BILL OF LADING (GBL)

PART 1. GENERAL

Description

The U.S. Government Bill of Lading is a 7 or 9-part set consisting of six basic forms. Corresponding continuation sheets are available, if needed. Each form measures 8 1/2 x 11 inches. The GBL set and the continuation set is carbon-interleaved for simultaneous preparation. The standard form number, form title, and color of each form are listed in fig. 2.

Form Number		Form Title	Color
Basic	Continuation		
1103	1109	U.S. Government Bill of Lading- Original	White
1104	1110	U.S. Government Bill of Lading— Shipping Order	Pink
1103-A	1109-A	U.S. Government Bill of Lading— Memorandum Copy	Yellow
1105	1111	U.S. Government Freight Waybill— Original	White
1106	1112	U.S. Government Freight Waybill— Carrier's Copy	White
1103-A	1109-A	U.S. Government Bill of Lading— Memorandum Copy	Yellow
1103-B	1109-B	U.S. Government Bill of Lading-- Memorandum Copy Consignee	Blue
1103-A	1109-A	U.S. Government Bill of Lading- Memorandum Copy	Yellow
1103-A	1109-A	U.S. Government Bill of Lading— Memorandum Copy	Yellow

Figure 2. U.S. Government Bill of Lading set

Distribution and Use

The individual GBL forms that comprise a basic set are distributed as follows:

- OF 1103, the original GBL, contains the terms and conditions of the contract of transportation, the description of the articles comprising the shipment, and the certificate of delivery. It becomes supporting evidence for the voucher covering the transportation charges involved. The OF 1103 should be provided to the TSP at the time of pickup or as directed by the TSP.
- SF 1104, the shipping order, is retained by the TSP or his agent at the shipping point.
- OF 1103-A, memorandum copies (four each), are used by Federal agencies for administrative purposes. The issuing office makes a certified true copy of its OF 1103-A available to the billing TSP as a replacement for lost or destroyed OF 1103 and SF 1105 if requested by the TSP (see ch. 10). Additional copies may be made by the issuing office for administrative purposes.
- SF 1105, the original freight waybill, accompanies a shipment or is otherwise conveyed to the destination in accordance with TSP instructions. If the original GBL is lost or destroyed, the SF 1105 must be used by the TSP as a substitute document for billing charges (see ch. 10).
- SF 1106, the TSP's copy of the freight waybill, is distributed in accordance with TSP, instructions.
- OF 1103-B, the memorandum copy--consignee, contains instructions on the reverse concerning actions to be taken by the consignee when the shipment is received. This copy is furnished to the consignee by the shipper immediately upon tendering the original GBL to the origin TSP, and enables the consignee to verify the correctness of accessorial or special services, document any apparent loss or damage, or other discrepancy in the weight, quantity or condition of the property, and detect any overages or shortages.

TSP Receipt of Shipment and Certification of Delivery Procedures

In all instances, the OF 1103, GBL-Original; SF 1104, GBL-Shipping Order; SF 1105, GBL-Freight Waybill (Original); and SF 1106, GBL (TSP's Copy), must be given to the origin line-haul TSP or TSP's agent at the time the shipment is tendered. He must sign and date the original GBL (Blocks 25 and 26a) thereby certifying that he has received the shipment and original bill of lading. On local or single line movements the TSP retains the original GBL until he can properly complete, from the TSP's delivery documents, the "CERTIFICATE OF CARRIER BILLING" (Blocks 34a - 34g) located at the bottom of the original GBL. The completed GBL can then be presented for payment of transportation charges. On interline or intermodal movements, the origin and participating TSPs should transmit the original GBL to the last line-haul TSP authorized to bill for the transportation charges. The billing TSP will be responsible for properly completing, from TSP delivery documents, the "CERTIFICATE OF CARRIER BILLING"

(Blocks 34a - 34g).

At the time of delivery, if there is any loss or damage and/or shortage, it should be noted on the TSP's delivery documents (the TSP's receipt as well as the consignee's copy thereof), signed by the consignee, and acknowledged by the signature of the TSP's agent.

Whenever the GBL is used by a contractor as shipper, one memorandum copy, certified by the TSP, will be retained by the contractor. Certified memorandum copies must be promptly forwarded by the contractor to the issuing office.

Each block of the OF 1103, U.S. Government Bill of Lading (fig. 1-1 and 1-2), is numbered and keyed to the accompanying text.

PART 2. PREPARING THE GBL

BLOCK 1

1. TRANSPORTATION COMPANY TENDERED TO

North South Trucking Co.

Enter the full business name of the initial line-haul TSP to which the shipment is tendered. The business name shall include the words "Company," "Incorporated," or "Limited," as appropriate. (These words may be abbreviated as Co., Inc., and Ltd.) No other company or TSP abbreviation, initial, or symbol may be used.

If a different TSP actually picks up the shipment, the name of the pickup TSP should be indicated in parentheses following the name of the origin line-haul TSP.

For shipments tendered to TSPs under the GSA Centralized Household Goods Program (civilian agencies only), enter the name of the transportation company that is party to a GSA Tender of Service Agreement.

BLOCK 2

**2. SCAC
NNS**

Enter the origin line-haul TSP's four letter Standard Carrier Alpha Code (SCAC).

SCACs are a means of TSP identification and must be included on GBLs. These codes are an integral part of the Government's transportation accounts management system.

SCACs are assigned by the National Motor Freight Traffic Association, Inc (NMFTA) for all TSPs except railroads. All SCACs are listed in the Directory of Standard Carrier Alpha Codes (SCAC), NMF 101 series, published by the National Motor Freight Traffic Association, Inc.

TSPs may request the assignment of a SCAC by writing to the National Motor Freight Traffic Association, Inc., 2200 Mill Rd., Alexandria, VA 22314. NMFTA's web site is <http://users.erols.com.nmfta/>.

Railroad companies should contact the Association of American Railroads, 7001 Western Parkway, Ste. 200, Cary, NC 27513.

BLOCK 3

3. DATE B/L PREPARED

14 April 89

Enter the date that the first entry is made on the GBL.

BLOCK 4

4. ROUTE ORDER/RELEASE NUMBER

3 RO 963

Enter a route order number, traffic control number, or other document identification number which has been assigned by the GBL issuing office or routing authority.

Traffic control numbers are used for internal control and identification of specific shipments, to trace lost or overdue shipments, to show routing authority, and/or to help distribute tonnage among competing TSPs.

Disregard this block if traffic control reference numbers are not used by the agency issuing the GBL.

BLOCK 5

5. DESTINATION (Name, address and ZIP code) (913) 558-8011

General Services Admin.

2500 Western Ave. (Federal Building)

Fort Worth, TX 76179-2512

Enter the final destination point where the TSP is to make actual delivery of the shipment to the consignee. Use the complete address (name of Federal activity, street address, city, town or point, state and ZIP code or country) and commercial telephone number.

If there are two or more cities or towns of the same name in the same state, the name of the county must be shown in addition to the city or town and state.

Include any additional information that will ensure shipment delivery to the specified destination. For example, gate entrance, building or warehouse number, bus terminal, station identification, railroad team track, or private siding within the limits of which the consignee receives carload freight. If space is insufficient, add the words "See Marks and Annotations" and insert the information in Block 15, "MARKS AND ANNOTATIONS."

BLOCK 6

6. SPLC (Dest.)

202229250

BLOCK 7

7. SPLC (Orig.)

209770250

CIVILIAN AGENCIES MAY DISREGARD THESE BLOCKS

Enter the nine-digit Standard Point Location Code (SPLC) for a shipment's origin and destination as published in applicable TSP tariffs and tenders. These codes must be on all GBLs issued by the Department of Defense (DOD). SPLC numbers are listed in the Continental Directory of Standard Point Location Codes, NMF 102 series, published by the National Motor Freight Association, Inc.

BLOCK 8

8. Origin (*Name, address and ZIP code*)

General Services Admin. Dist Center
2800 Division Street
Kalamazoo, MI 49007-5270

Enter the exact shipping point where shipment originates. Include the complete street address, city, town or metropolitan area, state and ZIP code.

Complete information is necessary because shipping points, railheads, or billing stations are not always located in the same place. When there are several TSP stations within or adjacent to a metropolitan area, insert the full name of the city and state and the full name of the station or street address, including the ZIP code where the shipment is tendered.

BLOCK 9

9. CONSIGNEE (Name, address and ZIP code of installation)

GSA Bldg. Manager, Federal Bldg., Rm. B-23
2500 Western Ave.
Fort Worth, Texas 76179-2512

Enter the full name and title, room number, and mailing address, including ZIP code, of the department, activity, and person designated to receive the shipment at its final destination.

List only one consignee. When the person to be notified of the delivery differs from the consignee, the name of the person to be notified should also be shown, preceded by the word "Notify."

When the shipment is consigned for delivery to a person or location other than the mailing address shown, add the words, "See Marks and Annotations" and insert an explanation in Block 15, "MARKS AND ANNOTATIONS."

BLOCK 10

10. GBLOC (Cons.)

1001

CIVILIAN AGENCIES MAY DISREGARD THIS BLOCK

The GBL Office Code (GBLOC) should be completed on all DOD GBL's, including GBLs converted from commercial bills of lading.

Enter the GBLOC which identifies the military installation, activity or office that is the consignee for the shipment. The common code "1001" should be entered if the consignee has not been assigned a GBLOC.

GBLOCs assigned to DOD activities/shippers are listed in the Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R.

BLOCK 11

11. SHIPPER (Name, address and ZIP code)
 Paint Supply Office
 GSA Dist. Center, 2800 Division St.
 Kalamazoo, MI 49007-5270

Enter the proper name, address, and ZIP code of the Government shipping activity authorizing and responsible for the shipment. Initials or abbreviations of the activity should only be used when absolutely necessary.

When a GBL is furnished to a contractor to make a shipment that has been authorized by a Government activity, the full name of that contractor should also be shown. In this case, the following statement must be added after the contractor's name: "For the account of" or "A/C" and the name of the Government activity authorizing the shipment.

BLOCK 12

12. APPROPRIATION CHARGEABLE

 0.117.7.39130.222

Enter the complete Government appropriation against which the cost of transportation is to be charged.

5. MARKS AND ANNOTATIONS (If extra services are order, see Administrative Directions No. 2 on reverse)

0.117.7.39139.522	1750	\$152.07
0.117.7.39139.528	1080	\$ 93.86
0.117.7.39139.535	6	\$.52

When more than one appropriation is involved, each item or weight should be referenced to the proper appropriation, and the total for each account should be inserted in this block. If more space is required, use Block 15, "MARKS AND ANNOTATIONS," Block 18, "DESCRIPTION OF ARTICLES," or continuation sheet, and cross-reference the appropriation chargeable block.

BLOCK 13

13. BILL CHARGES TO *(Dept./agency, bureau/office mailing address and ZIP*

General Services Admin., Finance Div. (6BT)
1500 E. Bannister Rd. AGENCY LOC CODE
Kansas City, MO 64131-2898 47-00-0016

Enter the complete name and correct mailing address, including the ZIP code, of the office that will pay and/or authorize the transportation charges. The TSP's bill, together with the original GBL properly certified by the TSP, will be forwarded to the name and address shown in this block. Initials or abbreviations of the Federal activity should only be used when absolutely necessary.

When more than one office is responsible for payment of charges, enter the name and address of the disbursing office accountable for the largest portion of weight listed on the GBL.

AGENCY LOC CODE (Agency Location Code (ALC))

DOD ACTIVITIES MAY DISREGARD THIS BLOCK

GBLs involving shipments for civilian agencies should also have an Agency Location Code (ALC) entered in the small box inset in Block 13. ALCs are assigned in accordance with procedures in the Treasury Financial Manual for Guidance of Departments and Agencies, Volume 1, Part 2, Section 3320. The ALC to be used should be obtained from the agency's local finance or accounting officer.

BLOCK 14

14. VIA *(Route shipment when advantageous to the Government)*

This block should usually be left blank. The origin TSP is obligated to forward shipments over a route which will provide the lowest published charges within the mode.

Route Shipments when Advantageous to the Government

Enter the complete routing for carload quantities via rail, or equivalent quantities via motor or water, only when some substantial interest of the Government is served thereby. If the space in this block is not sufficient for showing the full name of each TSP in the route, authorized initials or abbreviations may be used. Junction or interchange points should not be used unless they are required by tender or tariff.

Routings should be selected by experienced transportation personnel who are aware of various tariff restrictions and limitations. This will ensure that required transportation services are obtained at the lowest possible cost to the Government.

Routing instructions on the GBL must be correct and legible. When there is doubt regarding the most advantageous route, do not specify TSP(s).

Rail Switching TSPs

14. VIA (Route shipment when advantageous to the Government)
CR-RFP-CSXT (NS). Switch Delivery

When a rail switching TSP is required to complete delivery at destination, the authorized initials or abbreviations of the name of the switching TSP should be shown in parentheses next to the initials of the road or line-haul TSP, followed by the words "Switch Delivery"

Classified and Sensitive Material

(DOD activities only)

14. VIA (Route shipment when advantageous to the Government)
SUBSTITUTE SERVICE NOT TO BE USED: CCOI 42011

For all motor movements of classified and sensitive material, annotate "Substitute Service Not To Be Used."

BLOCK 15

15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directions No. 2 on reverse)

M/F FB B23

Contact Mary Anderson (817) 334-3200 prior to delivery for delivery instructions.
Shipper to load and consignee to unload.

This block should be filled out when special marks or identifying symbols are used on packages or boxes comprising the shipment. Special marks assist in handling, accounting, and storing, and serve other useful purposes after the shipment has been delivered.

Supplemental data may also be entered in this block when space in other blocks is insufficient. When used for this purpose, data should be cross-referenced to the appropriate block.

When shipments are intended at destination for some person other than the consignee or for trans-shipment, insert the word "For" followed by the name or code, if applicable, of the person or activity to whom delivery is to be made.

When a shipment is made to a port of export, insert the words "For Export," and follow with the name of the destination country.

If more space is required, special notations may be entered in the "Special Services Ordered" space on the reverse of the original GBL and appropriately cross-referenced in this block.

When accessorial or special services are ordered incident to the line-haul transportation, the bill of lading must be endorsed to show the name of the carrier upon which the request was made and the kind and special services ordered. The endorsement may be placed in this block or in the "Special Services Ordered" block on the reverse side of the original bill of lading and shall be signed by or for the person who ordered the service. (See page 41, GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS, paragraph 2.)

BLOCK 16

(see page 28)

This block should show the total number of each type of package applicable to each group of articles opposite the related description of such articles as shown in Block 18.

A separate entry must be made for each article that is classified differently. Each type of container or package used, such as barrels, boxes, crates, drums, or cylinders, must be shown. Customary abbreviations may be used to describe the type of container used in the shipment. Generally, only the type of outer container or package is entered in Block 16, since inner containers or packages do not determine the classification rating or the freight rate.

Household Goods

(civilian agencies only)

Enter "1 LOT" in Block 16.

Pallet Loads

When articles are shipped on pallets, the number of packages comprising the pallet load must be shown (e.g., 2 pallets of 20 boxes each; 1 bundle of 4,000 board feet).

Articles Shipped Loose

If articles are shipped loose, the number of pieces or units and the related description of such articles should be entered.

Bulk Shipments

When carload shipments of bulk freight such as coal, ore, gravel, sand, or loose grain are made, this block should be disregarded.

BLOCK 17

(see page 28, example A)

HAZARDOUS MATERIAL (HM)

Enter an “X” if the shipper is requesting transportation for any hazardous materials subject to the Department of Transportation Regulations (Title 49, Code of Federal Regulations (CFR)). The “X” should be entered in this column opposite the hazardous material description in Block 18.

BLOCK 18

(see page 28)

Enter the proper freight description and any other information or special instructions to the TSP concerning the items being shipped. When freight items are subject to a released valuation, such released valuation must be shown on the GBL (see page 28, example B).

The information in this block should conform to the governing TSP’s classification, tender or tariff description. The description of articles provided in the TSP’s freight classification determines the freight rate to be applied.

If there is doubt concerning the proper description, a clear, non-technical description should be placed in this block. Trade names may be added in parentheses to the description if it will aid in proper classification of the commodity shipped. It is important that “used” articles or property be so designated in the description of articles.

SF 1109-A Continuation Sheet should be used if more space is needed to complete the description of articles to be shipped.

Water Shipments

Rail or motor commodity descriptions should not be used for water shipments, unless so provided in the TSP’s tariff.

Hazardous Materials

When shipping the hazardous materials listed in Title 49 of the Code of Federal Regulations (49 CFR 172.101), the description must be shown as listed therein. If the hazardous material description differs from the governing applicable rate authority description, the hazardous material description, including the appropriate United Nations (UN) number, must be shown first, and immediately behind it in parentheses, the applicable rate authority description. The hazardous class (CL) number must be shown on all international shipments. Abbreviations must not be used. When both a hazardous material and a non-hazardous material are listed, the hazardous material must be shown first or entered in a contrasting color (see page 28, example A).

Since hazardous materials regulations are subject to change, it is recommended the U.S. Department of Transportation's Hazardous Materials Regulations (49 CFR, Parts 171 through 180) be reviewed prior to such shipments. The Office of Hazardous Materials Safety (HMS), which is within the U.S. Department of Transportation's Research and Special Programs Administration (RSPA), is responsible for coordinating a national safety program for the transportation of hazardous materials by air, rail, highway, and water. RSPA's HMS Internet Web site <http://hazmat.dot.gov> is designed to disseminate information about the agency's programs and activities and to assist in complying with the Hazardous Materials Regulations (HMR).

The following certification, as required by 49 CFR 172.204, should also be included in Block 18, when hazardous materials are shipped by conveyances other than air carriers.

This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.

Certifying Official

Shipments via air TSPs require the following certification:

I hereby certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked and labeled, and in proper condition for carriage by air according to applicable national governmental regulations.

Certifying Official

These certifications must be legibly signed by a principal, officer, partner, or employee of the shipper or his agent. The signature may be manually produced by typewriter, or by other mechanical means.

Household Goods

When civilian agencies move household goods on a GBL (OF 1103), the words "HOUSEHOLD GOODS AND PERSONAL EFFECTS," the pickup date(s), required delivery date(s), released value of the shipment, and storage in transit authorization should be entered in this block.

Professional Books, Papers, and Equipment (Civilian Agencies)

If professional books, papers and equipment (PBP&E) are authorized to be shipped in the same lot with the household goods, the GBL must be annotated with a statement concerning PBP&E with estimated weight, separate administrative appropriation chargeable, and a request that PBP&E be packed and weighed separately. (See GSA's guides: Agency Guide for Shipping Household Goods and Shipping Your Household Goods, Employee Guide).

Examples of additional information or instructions which may be shown in Block 18 are:

- Specific instructions to the TSP concerning any services required to protect a shipment during transit, such as heating, refrigeration, or exclusive use of the vehicle.
- A notation of released value when freight descriptions are based on released valuation and the shipping declaration is required on the GBL (per the applicable tariff):

A shipment is made at a restricted or limited valuation specified in an applicable rate authority or under which the lowest rate is available, unless otherwise indicated on the face of the GBL. When freight descriptions are based on released valuation and shipping declaration is required, the GBL should be annotated as follows:

“Released valuation not exceeding _____ per _____,”
(value) (unit of weight)

or simply:

“RVNX _____ per _____.”
(value) (unit of weight)

Cite the approving authority for declaring excess valuation on high value material, if such valuation is necessary. Intermodal shipments require a separate notation for each mode of transportation because released valuations may differ for each mode (see page 28, example B).

- Cubic feet for each item or group of items as well as the total number of cubic feet when charges are based on the cubic measurements of the articles shipped. In determining cubic measurements of items of irregular shape, the greatest dimensions in length, width, and height must be used.
- Actual measurements of the commodity as packed for shipment when charges for air shipments are based on volume weight instead of actual weight.

CLASSIFICATION ITEM NUMBER

Enter the Uniform Freight Classification (UFC) or the National Motor Freight Classification (NMFC) number for the articles described on the GBL. When the shipment consists of more than one commodity, the classification number should be shown after each commodity, and the Classification Item Number block left blank. Where the commodity description is “Freight of All Kinds,” the appropriate number shown in the applicable Government freight tender rules publication governing the movement of freight traffic should be used.

BLOCK 19

(see page 28)

The gross weight of the package(s) must be shown separately in the weight column opposite the appropriate description of the package(s) in the "Description of Articles" block.

The weight of pallets, platforms, or skids on which a shipment may be loaded should be shown separately on the bill of lading because some TSP tariffs provide that no charge will be made for their weight when it is shown separately.

When continuation sheets are required for separate listings of all packages, their total weight should be shown on the original bill of lading with a reference to the continuation sheet.

Weights are specified as "actual," "estimated," or "agreed." When "agreed" weights are used, reference to the weight agreement and the name of the issuing bureau should be shown on the original bill of lading. When "actual" weights cannot be determined before the shipment is made, estimated weights should be shown and the notation "Estimated weights; weigh and correct" should be placed on the bill of lading.

When property is shipped in truckload, carload or equivalent quantities, and dunnage, such as blocking, temporary lining, racks, bracing, or strapping is required, the weight of the dunnage must be shown separately. Provisions for dunnage allowances vary under the applicable tariffs.

The importance of correctly stating the applicable weight for shipments is self-evident. Since TSP's freight charges are based primarily on weight, it becomes a controlling factor in the efficient and economical expenditure of Government transportation funds.

16. PACKAGES		17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classifications or tariff description if possible; other wise use a clear nontechnical description)	19. WEIGHT* (pounds only)
NO.	KIND			
20	PT	X	CLASSIFICATION ITEM NO. NMFC 149980	
				PAIN CONTAINS FLAMABLE LIQUID, UN 1263
4000	BXS			TOTAL 42,000
<p>This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.</p> <p style="text-align: center;"><i>John J. Freeman</i> CERTIFYING OFFICIAL</p>				

Example A

16. PACKAGES		17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classifications or tariff description if possible; other wise use a clear nontechnical description)	19. WEIGHT* (pounds only)
NO.	KIND			
20	BXS		CLASSIFICATION ITEM NO. NMFC 149960	
				RECORDS, OFFICE, OLD RVNX 3 ½ CENTS PER LB.

Example B

BLOCK 21

21. PICKUP SERV. FURNISHED VEHICLE FULLY LOADED	<input type="checkbox"/>	YES	SHIPPER'S INITIALS
	<input type="checkbox"/>	YES	

Pickup Service Furnished

Check "YES," when pickup service is furnished by the TSP, and have the shipper's agent write his initials in the space provided.

When pickup services are performed by the Government as a shipper, an allowance is sometimes made by the TSP. If this block is not checked and initialed to show that the TSP performed the service, the applicable allowance will be claimed by the Government.

Vehicle Fully Loaded

Check "YES," when the TSP's conveyance is fully loaded.

In cases of overflow freight, an appropriate notation should be made in Block 15, "MARKS AND ANNOTATIONS," Block 18, "DESCRIPTION OF ARTICLES," or on the continuation sheet indicating the cubic capacity or dimensions of the loaded space of each car or truck. A cross-reference should be made directly above Block 21.

BLOCK 22

22. CARRIER WAY/FREIGHT BILL NO. AND DATE

The number should be transferred from the TSP's freight bill or waybill and entered in this block by the TSP prior to billing for charges. This information is useful to the shipper and consignee for tracing and claims purposes.

BLOCK 23

23. STOP THIS SHIPMENT AT
Kansas City, MO
See Block 15

FOR: Unloading

Rail and motor TSP tariffs generally provide stopoff-in-transit to partially load or unload shipments. This TSP service permits a conveyance to be stopped at one or more intermediate points during transit for the purpose of loading or unloading freight prior to arrival at final destination. Charges are based on the total maximum weight shipped from original point of origin to final destination plus the stopoff charges. Combining several shipments moving to or from the same general geographical area often results in lower overall transportation costs.

It is important that complete instructions are provided to the TSP on the GBL to ensure that all parties involved with such shipments are aware of the special loading or unloading requirements.

When a shipment is to be stopped in transit for partial loading or unloading, the following information must be fully and completely shown on the bill of lading:

- The point at which the stop is to be made.
- The purpose for the stop (to complete loading or to partially unload).
- The full name and address of the party to be notified at the stopoff point.
- The quantity of freight to be loaded or unloaded at each stopoff point.

15. MARKS AND ANNOTATIONS *(If extra services are ordered, see Administrative Directions No. 2 on reverse)*

PKGS A200 to A228 to be unloaded at Kansas City, MO.

If this block does not provide enough space, additional information may be shown in Block 15, "MARKS AND ANNOTATIONS" or Block 18, "DESCRIPTION OF ARTICLES," or in the space provided on the reverse thereof for "SPECIAL SERVICES ORDERED." Appropriate cross-reference should be made in Block 23.

Each portion of the shipment to be partially loaded or unloaded at intermediate points should be identified in Block 18, "DESCRIPTION OF ARTICLES."

Inclusion of the above details concerning the material to be stopped in transit will enable TSPs to perform the service with a minimum of delay.

Notification to Consignees

It is also necessary that each intermediate consignee at the stopoff points is notified promptly of the shipment. This may be accomplished by the consignor forwarding a memorandum copy (SF 1103-A) of the GBL to the intermediate consignees at the time the shipment is tendered to the origin TSP.

Under the GBL distribution procedures where the original GBL is furnished to the origin TSP at the time of shipment, the intermediate consignee at the stopoff point will issue a certificate to the stopoff TSP and furnish copies to any other intermediate consignee and the final consignee. This certificate will provide specific details concerning the material loaded or unloaded at the stopoff locations (GBL number, conveyance number, final destination, seal numbers, stopoff points, portion of shipment loaded or unloaded, date of stopoff and any loss, damage, or other discrepancies noted at the time the shipment is received at the stopoff point).

Reporting Loss & Damage

Each consignee who discovers losses, damages, or other discrepancies must report them on Government prescribed forms to the Government paying office and other designated offices, as required by the agency issuing the GBL.

CIVILIAN AGENCIES ONLY

23. STOP THIS SHIPMENT AT
 East West Van Line
 5800 Main Street
 Springfield, VA 22310
 FOR: Extra Pickup

If the OF 1103 is used for a household goods movement and there is to be a pickup in addition to the one at the origin residence, the extra pickup address and the words "EXTRA PICKUP" should be entered in this block.

If a delivery is to occur in addition to that at the final destination residence or warehouse, the extra delivery address and the words "EXTRA DELIVERY" should be entered in this block.

BLOCK 24

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS						
INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED
		ORDERED	FURNISHED	ORDERED	FURNISHED	
	APPLIED BY:					

INITIALS & NO.

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS				
INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE	MARKED CAPACITY	DATE FURNISHED
Tractor #288 Trailer #1102				

This block must be filled out when:

- Rail cars are used.
- Containers are used.
- Motor TSP shipments comprise one or more truckload. In this case, the trailer and/or truck license number and the kind of vehicle used, such as, truck, trailer, or lowboy must be sworn.
- TSP's conveyance is loaded to full capacity with less-than-truckload quantities. In this case, the letters "LTL" must be shown after the truck or container number.
- Conveyance is to be stopped for partial loading or unloading.
- Exclusive use of TSP's vehicle is ordered by the shipper.
- Shipments are via inland waterway; in this case, the barge, container, or vessel name or number, if known, must be shown.

This block when properly filled out, enables prompt identification of the conveyance(s) used in making the shipment and assists in tracing delayed, diverted, or reconsigned shipments. Also, demurrage charges and special handling charges may be verified when such information has been supplied.

SEAL NUMBERS/APPLIED BY:

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS				
INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE	MARKED CAPACITY	DATE FURNISHED
	234AB80-AB91			
	APPLIED BY:			

When a shipment is made in one or more closed rail cars, closed motor vehicles, or containers and these commercial conveyances are sealed at the point of origin, this block should show each of the seal numbers and who applied them (shipper for rail cars and intermodal containers; shipper or TSP for motor vehicles). When shipments are made by commercial conveyance, the TSP has access to his equipment during transit, even if seals are applied. If motor vehicles are loaded to full visible capacity, they should be sealed by the shipper. Seals are applied to protect the cargo in transit from pilferage or damage. Sealing of a truck does not trigger application of exclusive use vehicle rates (see ch. 7).

A record of the original seal numbers assists in determining liability when equipment arrives at the destination with broken or missing seals or when loss, damage, or shortage is subsequently discovered in the shipment. Any changes from the original seal numbers should be noted by the consignee on his copy of the delivering TSP's documents and the consignee's copy of the GBL, if available. All notations must be signed by the consignee and the TSP's agent.

**LENGTH/CUBE
ORDERED FURNISHED**

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS					
INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE		MARKED CAPACITY	DATE FURNISHED
		ORDERED	FURNISHED		
		45'	45'		

This block must be completed when a railcar, truck, or container of a specific length or cubic capacity is ordered to accommodate a shipment. The information is required to ensure that the lowest freight charge will be applied to the shipment.

Enter the length (in feet and inches) or cubic feet of railcar (TSP or Government-owned), motor vehicle, container, or barge ordered and furnished.

When carload, truckload, or containerized shipments are involved, TSPs cannot always furnish equipment of the length and cubic capacity ordered. They may furnish units of greater length and cube. If the GBL does not show the length and cubic capacity of the conveyance ordered, charges will be assessed on the minimum weight or cube applicable to the conveyance furnished and used. If the GBL shows a conveyance smaller than that furnished was ordered, charges will usually be based on the size of the smaller conveyance, unless otherwise provided by TSP tariff or other governing publication.

This block should not be completed when less-than-truckload shipments are involved, unless required by tariff or tender.

When Size Ordered is Not Available

If a TSP indicates prior to furnishing the conveyance that he does not have the size ordered and offers one of a greater size or capacity, the larger size conveyance may be accepted if the TSP is willing to have the bill of lading annotated:

“THIS SIZE CONVEYANCE FURNISHED FOR THE CONVENIENCE OF THE CARRIER”

This notation will generally protect the minimum weight or cube for the conveyance ordered.

WARNING: If a shipper permits the loading of his shipment on equipment provided by the TSP which is different than the one he ordered, that constitutes acceptance of the equipment provided, and charges will be assessed on the basis of the equipment actually used.

MARKED CAPACITY OF RAILCAR OR CONTAINER ORDERED AND FURNISHED

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS					
INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE	MARKED CAPACITY		DATE FURNISHED
			ORDERED	FURNISHED	
			100M	100M	

When one or more railcar or container is ordered for a shipment, or when exclusive use of a vehicle is required, enter the desired capacity, and if available, the marked capacity of the equipment such as pounds and/or cubic feet.

Loading rail freight cars is normally the responsibility of the shipper. Care should be exercised to prevent overloading when heavy commodities are involved, as unloading or reloading excess weight is quite costly.

Disregard this block when shipments are made in less-than-truckload quantities.

DATE FURNISHED

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS				
INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE	MARKED CAPACITY	DATE FURNISHED
				89 APR 17 10:05 AM

This block must be completed when the shipment comprises one or more carloads, truckloads, or containers.

“DATE FURNISHED,” means the date on which the conveyance is placed in a satisfactory condition for loading.

The date on which a conveyance is furnished serves as a basis for determining the application of demurrage or detention charges and will govern the free time allowed for loading and/or unloading. Omission of this date could result in the payment of erroneous demurrage or detention charges.

When shipments are by ship or barge, it is also important to show the date the vessel is available for loading.

Disregard this block when shipments are made in less-than-truckload quantities.

BLOCK 25

25. CARRIER'S PICKUP DATE <i>(Year, month, & day)</i>

The TSP to whom the shipment is tendered must complete this block. The GBL is legally in effect and the TSP assumes responsibility for the shipment on the date appearing in Block 25.

The applicable rate on any shipment is the one published and in effect on the date the shipment is accepted by the TSP. If the published rate changes while the shipment is en route, the date in Block 25, determines which rate applies.

BLOCK 26a

26a. SIGNATURE OF AGENT

The agent of the transportation company who receives the shipment should manually sign Block 26a.

BLOCK 26b

26b. PER

If the agent's name is signed by an authorized representative, the initials of the representative must appear in Block 26b.

The signature of the TSP's agent constitutes the transfer of the shipment to the legal custody of the TSP and is important because it indicates the acceptance of the contract of carriage by the TSP. Care should be taken to ensure that carbon impressions of the signature are legible on all copies.

The printed GBL number in this section provides identification in the event the GBL number in the upper right corner is torn off or mutilated during preparation or subsequent handling.

BLOCK 27

27. MODE

MOTOR

Enter the type of transportation used for the shipment (motor, rail, air) or identify any special type of conveyance used to transport the shipment (boxcar, flatbed trailer, etc.).

FOR DOD SHIPMENTS ONLY

Use specific codes assigned for entry in these blocks. Codes are published in the DTR.

BLOCK 28

28. ESTIMATE

1875

Enter the estimated transportation cost for the shipment, if required by the issuing agency.

BLOCK 29

29. NO. OF CLS/TLS 1

Carload shipment (CLS), trailer load shipment (TLS).

Enter the number of conveyances used. Cross out conveyance not used. (Disregard this block for less-than-truckload quantities.)

BLOCK 30

30. TYPE RATE Sec. 10721

Enter the type of rate used for the shipment (class, commodity, Sections 10721, 13712, contract, or mileage). If space is insufficient use Block 15, "Marks and Annotations," and insert a cross-reference in Block 30.

FOR DOD SHIPMENTS ONLY

Use specific codes assigned for entry in these blocks. Codes are published in the DTR.

BLOCK 31

31. PSC D

PROTECTIVE SERVICE CODE (PSC)

Shipments requiring transportation protective services during transit must show in Block 31 the appropriate protective service code (PSC) shown in the applicable Government rules publications governing the shipment.

FOR DOD SHIPMENTS ONLY

Use specific codes assigned for entry in these blocks. Codes are published in the DTR.

BLOCK 32

32. REASON
M

FOR DOD SHIPMENTS ONLY

If a shipment cannot be sent via the lowest cost route, enter the appropriate reason code and the difference in cost in this block.

Specific codes assigned for entry in this block are published in the DTR.

BLOCK 33a

FOR USE OF ISSUING OFFICE
33a. ISSUING OFFICE (Name and complete address)
GSA Distribution Center
2800 Division Street
Kalamazoo, MI 49007-5270

Enter the complete name and mailing address of the GBL issuing office.

When continuation sheets are used, the full name and complete mailing address of the issuing office must be shown in the space provided.

The issuing office is accountable for misuse, loss, or cancellation of a GBL. Therefore, the specific office issuing the GBL, as well as the department or agency, must be shown.

BLOCK 33b

33b. GLBOC
HOAM

FOR DOD SHIPMENTS ONLY

Enter the GBLOC assigned to the issuing activity.

BLOCK 33c

33c. ISSUING OFFICER James E. Smith, Trans. Officer

Enter the typed or stamped name and title of the issuing officer. A manual or facsimile signature of the issuing officer's name is not required in this block except when issuing laser printed GBLs or when individual agency requires signature. When issuing laser printed GBLs, each original GBL should be signed in a color or ink other than black.

Only authorized personnel may issue GBLs. Regardless of whether the GBL is used by the issuing activity or by a contractor as shipper, only the name of the issuing officer or his authorized alternate is acceptable. Although the signature of the issuing officer is not required in this block, except as provided above, his typed name and title must appear on the original and all copies of the GBL set, including laser printed GBLs. Therefore, if a facsimile name and title stamp is used, each copy of the GBL set must be individually stamped.

BLOCK 33d

33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY FPN-F4-19534-A

Enter the number of the procurement document, contract or purchase order number, or other authority for making the shipment.

When one GBL covers several lots of material with each lot under a different shipping authority, reference each shipping authority in connection with the description of the respective item or groups of items shown in Block 18.

For household goods shipments (***civilian agencies only***), enter the travel authorization number.

When the bill of lading is to be used by a contractor as shipper, it is particularly important that the issuing officer furnish the contractor with the contract or purchase order number, or other authority for shipment, its date, and f.o.b. point. In the absence of such data on a bill of lading, the TSP may refuse to accept the shipment from a contractor as shipper.

BLOCK 33e

33e. DATED 7 May 86

Enter the date of the contract, purchase order, or other authority.

For household goods shipments (***civilian agencies only***), enter the date the relocation travel authorization was signed.

BLOCK 33f

33f. FOB POINT NAMED IN CONTRACT Boston, MA

Enter the f.o.b. point of shipment named in the procurement document.

BLOCKS 34a through 34g

CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES	
34a. DELIVERED ON (Year, month & day) 06 / 28 /00	34b. AT (Actual delivery point) Ft Worth, TX
34c. BY (Name of delivering carrier) North South Trucking Co.	
34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED <div style="text-align: right;"> <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE </div>	
34e. <input type="checkbox"/> CARRIER OS&D REPORT ATTACHED <input type="checkbox"/> DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/> ACCESSORIAL SERVICES CERTIFICATION ATTACHED	34f. NAME OF BILLING CARRIER North South Trucking Co. NNSS <hr/> 34g. SIGNATURE OF CARRIER'S AGENT

These blocks certify that the TSP has performed the services required by the GBL and must be completed by the delivering TSP before the Government pays the charges.

- The TSP indicates any over, short, or damaged freight (OS&D) in Block 34e.
- The billing TSP must include his SCAC in Block 34f and sign Block 34g to receive payment. The billing TSP is identified in Block 1.

TERMS AND CONDITIONS

The contractual terms and conditions between the TSP and the United States, parties to the GBL, are published in the Code of Federal Regulations (CFR). These provisions are incorporated by a reference that appears on the reverse side of the original GBL.

TERMS AND CONDITIONS

It is mutually agreed and understood between the United States and carriers including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41 of the Code of Federal Regulations.

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

Prepayment of charges shall in no way be demanded nor shall carrier make any collection of charges at time of delivery.

INTEREST SHALL ACCRUE FROM THE VOUCHER PAYMENT DATE ON OVERCHARGES MADE HEREUNDER AND SHALL BE PAID AT THE SAME RATE IN EFFECT ON THAT DATE AS PUBLISHED BY THE SECRETARY OF THE TREASURY PURSUANT TO THE DEBT COLLECTION ACT OF 1982.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

The General Instructions and Administrative Directions provide procedures to be followed in the preparation of the bill of lading when the shipper finds it necessary to use GBL continuation sheets and/or when accessorial or special TSP services, such as exclusive use of vehicle, protective services, or reconsignment are ordered. This block also provides information as to where billing instructions may be obtained.

Requests for accessorial or special services must be endorsed in "MARKS AND ANNOTATIONS," Block 15 on the face of the GBL if space is available; otherwise such requests may be placed on the reverse under "SPECIAL SERVICES ORDERED." If such an endorsement is impractical, the information may be furnished on a separate paper which shall be annotated with the prefix letter and number of the covering bill of lading, signed by or for the person who ordered the special TSP services, and attached to the bill of lading. In this case the GBL must be annotated "See separate sheet attached."

When accessorial or special services are requested but not furnished, the GBL shall be so annotated by the TSP.

The TSP must also endorse the GBL to certify if any special services were provided.

Shortage, loss, or damage reports should not be made on the bill of lading but on shipment discrepancy forms, prescribed by the Government department or agency concerned with the shipment. Standard Form 361, Discrepancy in Shipment Report (short title "DISREP"), or Standard Form 363, Discrepancy in Shipment Confirmation (short title "DISCON") must be used on shipments for and on behalf of DOD and GSA. These forms are optional for use by other Government civilian agencies and departments.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

1. SF 1109 Continuation Sheet should be used and attached hereto when space under "Description of Articles" on the face of this bill of lading is inadequate.
 2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof in the "Marks and Annotations," block 15, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical the same information may be set forth in a statement bearing the number of the covering bill of lading which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available the original and one copy of the statement shall be surrendered to the carrier from which the Services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished the bill of lading shall be so annotated.
 3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.
 4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.
 5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-hag carrier must accompany appropriate voucher. See General Accounting Office standards in 4 CFR 52.2.
 6. Contractor will return unused or canceled bills of lading to the Government office from which received.
- IMPORTANT-- Regulations require Original, Shipping Order, and Freight Waybill Original and Carrier's Copy to be surrendered to carrier after signature. Memorandum Copy SF 1103-B must be sent to consignee.
-

SPECIAL SERVICES ORDERED

This space may be used to indicate special TSP services ordered, additional description of articles shipped, or any other information pertaining to the shipment where insufficient space is available in the blocks on the face of the GBL. Information contained herein should be cross-referenced to the appropriate block on the GBL.

Government agencies charged with auditing and paying for transportation services and the GSA's postpayment audit activity must rely on what the TSP and the shipping or receiving offices have submitted on the bill of lading as the record upon which the TSP is to be paid. Therefore, all special services and services furnished which vary from those ordered on the shipping documents must be properly annotated on these documents.

SPECIAL SERVICES ORDERED

INSTRUCTIONS TO CONSIGNEE

- The reverse of Optional Form 1103-B, GBL Memorandum Copy (consignee copy), which is blue in color, contains instructions to the consignee to be followed upon receipt of a shipment, including actions to be taken in cases of loss, damage, or other discrepancies. Strict adherence to these instructions is imperative as the consignee's signature on the TSP's delivery documents constitutes the final receipt of the shipment in its delivered condition.
- In case of discrepancies, the consignee must make certain the TSP's representative signs any loss or damage notations on the TSP's delivery documents.
- In addition to annotating and signing the TSP's delivery documents, the consignee must report discrepancies as soon as possible to Government paying offices or other designated offices on Government-prescribed forms, such as SF 361 (DISREP) or SF 363 (DISCON). Regulations of a particular agency, department or bureau concerned with the shipment should be consulted for specific reporting requirements involving discrepant shipments.

INSTRUCTIONS TO CONSIGNEE

1. The consignee, upon receipt of the shipment, shall sign the carrier's delivery receipt or freight bill, as well as the consignee's copy thereof which he shall retain as evidence of receipt. The consignee shall make certain that the Government bill of lading number is shown on the delivering carrier's documents and on the consignee's copy. If the number is not shown, the consignee shall write it on said documents. If the number is not known, the consignee shall receipt for the shipment and add the number to his copy when it becomes available.

2. If the consignee discovers an apparent loss or damage or other discrepancy in the quantity or condition of property while said property is in process of being unloaded from carrier's equipment, he shall note such loss, damage, or other discrepancy on the delivering carrier's documents and on the consignee's copy of those documents. Both the consignee and the carrier's driver or representative must sign the notations.

3. Should the consignee not discover the loss, damage, or discrepancy until after delivery of the shipment and receipt therefor, he shall, as soon as such loss, etc., is known, notify the nearest office of the last delivering carrier and extend privilege of examining the shipment. This information is to be conveyed by telephone if the office is located within the vicinity, with written confirmation, including the name and title of the contacted carrier representative, sent to the carrier and copy of the confirmation made a part of the official record.

4. The consignee shall forward an appropriate loss or damage report to the administrative office as soon as possible but no later than 30 days after receipt of the shipment or discovery of the loss or damage. In case of nondelivery of an entire shipment, the consignee shall file a written report of all the facts with the administrative office as soon as possible but no later than 30 days after date of anticipated delivery. In case of rejection of an entire shipment, the consignee shall immediately file a written report of all the facts with the administrative office responsible for payment of the charges.

5. The consignee shall make every effort to resolve overages or shortages within 10 working days after their detection. Upon detection of such overages or shortages, the consignee must notify the delivering carrier or its agent so that the carrier may investigate the matter. When overages or shortages are resolved after a loss and damage report has been filed, the consignee shall immediately notify the administrative office responsible for payment of the charges.

IMPORTANT-Issuing office is to send this copy to consignee immediately after surrender of original to initial carrier.

U.S. GOVERNMENT BILL OF LADING		ORIGINAL	B/L NO. C-5685031
1. TRANSPORTATION COMPANY TENDERED TO North South Trucking Co.	2. SCAC NNSS	3. DATE B/L PREPARED 14 April 99	4. ROUTE ORDER/RELEASE NUMBER 3 RO 963
5. DESTINATION (Name, address and ZIP code) (913) 558-8100 General Services Admin. 2500 Western Ave. (Federal Building) Fort Worth, TX 76179-2512	6. SPLC (Dest.)	8. ORIGIN (Name, address and ZIP code) General Services Admin. Dist Center 2800 Division Street Kalamazoo, MI 49007-5270	
9. CONSIGNEE (Name, address and ZIP code of installation) GSA Bldg. Manager, Federal Bldg.-Rm. B-23 2500 Western Ave. Fort Worth, Texas 76179-2512	7. SPLC (Orig.)	11. SHIPPER (Name, address and ZIP code) Paint Supply Office GSA Dist. Center, 2800 Division St. Kalamazoo, MI 49007-5270	
12. APPROPRIATION CHARGEABLE 0.117.7.39130.222	10. GBLOC (Cons.)	13. BILL CHARGES TO (Dept./agency, bureau/office making address and ZIP code) General Services Admin., Finance Div. (6BT) 1500 E. Bannister Rd. Kansas City, MO 64131-2898	
14. VIA (Route shipment when advantageous to the Government)	AGENCY LOC CODE 47-00-0016		
15. MARKS AND ANNOTATIONS (if extra services are ordered, see Administrative Directions No. 2 on reverse) M/F FB B23			

Contact Mary Anderson (817) 334-3200 prior to delivery for delivery instructions.
Shipper to load and consignee to unload.

16. PACKAGES NO.	17. KIND HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description)	19. WEIGHT* (Pounds only)	FOR USE OF BILLING CARRIER ONLY		
				Services	Rate	Charges
20	PT X CONTAINS 4000 BXS	CLASSIFICATION/TARIFF NO. NMFC 149980 PAINT FLAMABLE LIQUID, UN 1263	FREIGHT PALLETES TOTAL 40,000 2,000 42,000			
This is to certify that the above-named materials are properly classified, described, packaged, marked, and labeled, and are in proper condition for transportation, according to the applicable regulations of the Department of Transportation.						
<i>John J. Freeman</i> CERTIFYING OFFICIAL						
20. TARIFF/SPECIAL RATE AUTHORITY NNSS 0107				21. PICKUP SERV. FURNISHED <input checked="" type="checkbox"/> YES VEHICLE FULLY LOADED <input checked="" type="checkbox"/> YES	22. CARRIER WAY/FREIGHT BILL NO. AND DATE INITIALS <i>RJS</i> 22605 4/18/99	
23. STOP THIS SHIPMENT AT		24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS		25. CARRIER'S PICKUP DATE (Year, month, & day) 99/4/17		
FOR:		INITIALS & NO. Tractor #288 Trailer #1102	SEAL NUMBERS 234AB80-AB91	LENGTH/CUBE ORDERED 45'	MARKED CAPACITY ORDERED 45'	DATE FURNISHED 99 APR 17 10:05 AM
26a. SIGNATURE OF AGENT <i>Richard S. Lamea</i>		26b. PER W.E.C.		B/L NUMBER C-5685031		
27. MODE MOTOR	28. ESTIMATE 1875	29. NO. OF XAS/TLS 1	30. TYPE RATE SEC. 10721	31. PSC	32. REASON Received by the transportation company named above, subject to conditions named on the reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.	
FOR USE OF ISSUING OFFICE				CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES		
33a. ISSUING OFFICE (Name and complete address) GSA Distribution Center 2800 Division Street Kalamazoo, MI 49007-5270			33b. GBLOC	34a. DELIVERED ON (Year, month & day) 99/4/26	34b. AT (Actual delivery point) <i>Ft. Worth, TX</i>	
33c. ISSUING OFFICER James E. Smith, Trans. Officer			34c. BY (Name of delivering carrier) North South Trucking Co.			
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY FPN-F4-19534-A			33e. DATED 7 May 96	34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED		
33f. FOB POINT NAMED IN CONTRACT			34e. CARRIER OS&D REPORT ATTACHED <input type="checkbox"/> DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/> ACCESSORIAL SERVICES CERTIFICATION ATTACHED		34f. NAME OF BILLING CARRIER North South Trucking Co. NNSS 34g. SIGNATURE OF CARRIER'S AGENT <i>Cathy M. Sims</i>	

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

NSN7540-00-656-1476

1103-121

STANDARD FORM 1103 (Rev. 4-85)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 2-1. Example of a completed OF 1103

CHAPTER 3. THE U.S. GOVERNMENT BILL OF LADING--PRIVATELY OWNED PERSONAL PROPERTY (PPGBL)

PART 1. GENERAL

Description

The PPGBL is a 7-part set consisting of five basic forms. Corresponding continuation sheets are available, if needed. Each form measures 8 1/2 x 11 inches. The PPGBL set and the continuation set is carbon-interleaved for simultaneous preparation. The optional form number, form title, and color of each form are listed below in fig. 3.

Form Number		Form Title	Color
Basic	Continuation		
1203	1109	U.S. Government Bill of Lading--Privately Owned Personal Property—ORIGINAL	White
1204	1110	U.S. Government Bill of Lading--Privately Owned Personal Property—SHIPPING ORDER	Pink
1203-A	1109-A	U.S. Government Bill of Lading--Privately Owned Personal Property-- MEMORANDUM COPY	Yellow
1205	1111	U.S. Government Freight Waybill--Privately Owned Personal Property—ORIGINAL	White
1203-B	1109-B	U.S. Government Bill of Lading--Privately Owned Personal Property—CONSIGNEE	Blue
1203-A	1109-A	U.S. Government Bill of Lading--Privately Owned Personal Property-- MEMORANDUM COPY	Yellow
1203-A	1109-A	U.S. Government Bill of Lading--Privately Owned Personal Property—MEMORANDUM COPY	Yellow

Figure 3. U.S. Government Bill of Lading--Privately Owned Personal Property set

Distribution and Use

The individual PPGBL forms which comprise a basic set are distributed as follows:

- OF 1203, the original PPGBL, contains the terms and conditions of the contract of transportation, the description of the articles comprising the shipment, and the certificate of delivery. It becomes supporting evidence for the voucher covering the transportation charges involved. The OF 1203 should be provided to the TSP at the time of pickup or as directed by the TSP.
- SF 1204, the shipping order, is retained by the TSP's agent at the shipping point.
- OF 1203-A, memorandum copies (three each), are used by Federal agencies for administrative purposes. The issuing office makes a certified true copy of its OF 1203-A available to the billing TSP as a replacement for lost or destroyed OF 1203 and SF 1205 if requested by the TSP (see ch. 10). Additional copies may be made by the issuing office for administrative purposes.
- SF 1205, the original freight waybill, accompanies a shipment or is otherwise conveyed to the destination in accordance with TSP instructions. If the original PPGBL is lost or destroyed, the SF 1205 must be used by the TSP as a substitute document for billing charges (see ch. 10).
- OF 1203-B, the memorandum copy-consignee (property owner), should be given to the property owner at the time of pickup of the shipment. This contains instructions for the property owner to verify the correctness of accessorial or special services, document any apparent loss or damage, or other discrepancy in the weight, quantity or condition of the property, and detect any overages or shortages.

TSP Receipt of Shipment and Certification of Delivery Procedures

In all instances, the OF 1203, PPGBL-Original; SF 1204, PPGBL-Shipping Order; and SF 1205, PPGBL-Freight Waybill (Original) must be given to the origin line-haul TSP or TSP's agent at the time the shipment is tendered. He must sign and date the original PPGBL (Blocks 33b and 33c) thereby certifying that he has received the shipment and original bill of lading. On local or single line movements the TSP retains the original PPGBL until he can properly complete, from the TSP's delivery documents, the "Certificate of Carrier Billing for Charges" (Blocks 35a - 35g) located at the bottom of the original PPGBL. The completed PPGBL can then be presented for payment of transportation charges.

On interline or intermodal movements, the participating and delivering TSPs should transmit the original PPGBL to the originating line-haul TSP who is the only TSP authorized to bill for the transportation charges (unless he assigns collection rights to a second party). The billing TSP is responsible for properly completing, from TSP delivery documents, the "CERTIFICATE OF CARRIER BILLING FOR CHARGES" (Blocks 35a -

g).

At the time of delivery, if there is any loss, damage and/or shortage it should be noted on the TSP's delivery documents. The TSP's receipt as well as the consignee's (property owner's) copy thereof, must be signed by the property owner and acknowledged by the signature of the TSP's agent.

Whenever the PPGBL is used by a contractor as shipper, one memorandum copy, certified by the TSP, will be retained by the contractor. Certified memorandum copies must be promptly forwarded by the contractor to the issuing office.

PART 2. PREPARING THE PPGBL

NOTE: Additional PPGBL instructions are published by the Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R.

BLOCK 1

1. TRANSPORTATION COMPANY (& AGENT) TENDERED TO	▶ East West Van Lines, Inc.
-------------------------------------------------------	-----------------------------

Enter the full business name of the initial line-haul carrier to which the shipment is tendered. The business name shall include the words "Company," "Incorporated," or "Limited," as appropriate. (These words may be abbreviated as Co., Inc., and Ltd.) No other company or TSP abbreviation, initial, or symbol may be used, as they may not be known to all interested parties.

If a different TSP actually picks up the shipment, the name of the TSP that actually picks up the shipment should be indicated in parentheses following the name of the origin line-haul TSP.

For DOD shipments, enter the name of the TSP's booking agent or the first agent on the letter of intent in parentheses after the business name of the initial line-haul TSP. For shipments tendered to TSPs under GSA's Centralized Household Goods Program (***civilian agencies only***), enter the name of the company that is party to a GSA Tender of Service Agreement.

BLOCK 2

2. SCAC
EEWW

Enter the origin line-haul TSP's four letter Standard Carrier Alpha Code (SCAC).

SCACs are a means of TSP identification and must be included on PPGBLs. These codes are an integral part of the Government's transportation accounts management system.

SCACs are assigned by the National Motor Freight Traffic Association, Inc (NMFTA) for all TSPs except railroads. All SCACs are listed in the Directory of Standard Carrier Alpha Codes (SCAC), NMF 101 series, published by the National Motor Freight Traffic Association, Inc.

TSPs may request the assignment of a SCAC by writing to the National Motor Freight Traffic Association, Inc., 2200 Mill Road, Alexandria, VA 22314. NMFTA's web site is <http://users.erols.com/nmfta>.

Railroad companies should contact the Association of American Railroads, 7001 Western Parkway, Ste. 200, Cary, NC 27513.

BLOCK 3

3. SERVICE CODE

HA

FOR DOD AND U.S. COAST GUARD (USCG) SHIPMENTS ONLY

Enter the appropriate code:

- a. Through Government Bill of Lading (TGBL) Shipments. Enter the appropriate code of service, such as code "1," code "4," or code "j."
- b. Direct Procurement Method (DPM) Shipments. Enter the applicable two-position DPM alpha code such as "HA," "BA," or "BG." DPM alpha codes are defined in Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R.
- c. Mobile Homes. Enter the code "S."
- d. Privately Owned Vehicles (POV's). Enter the code "C."

BLOCK 4

4. SHIPMENT NO.

1 OF 1

When more than one PPGBL is issued against an employee's travel orders, each PPGBL should be numbered in sequence (e.g., 1 of 3, 2 of 3, 3 of 3). When only one shipment is made, enter "1 of 1."

BLOCK 5

5. DATE B/L ISSUED

15 FEB 99

Enter the calendar date the first entry is made on the PPGBL.

BLOCK 6

6. REQUESTED
PACKING DATE

16 FEB 99

Enter the calendar date the TSP is to begin packing a personal property (household goods or unaccompanied baggage) shipment.

BLOCK 7

7. REQUESTED
PICKUP DATE

17 FEB 99

Enter the calendar date the TSP has agreed to pick up a shipment.

BLOCK 8

8. REQUIRED
DELIVERY DATE

9 MAR 99

Enter the calendar date the shipment is required at the destination point shown in Block 18 "CONSIGNEE."

BLOCK 9

9.

IMPORTANT

Regulations require Original, Shipping Order, and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B. Memorandum Copy, to be furnished to consignee (Property Owner).

NO ENTRY REQUIRED

BLOCK 10

10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE

JOHNSON, DENNIS W., 505-80-8100, MAJ 04

Enter the member's name (last, first, middle- initial), SSN, rank, and pay grade. Also enter the member's status (PCS or TDY) and the unit and activity to which assigned. If appropriate, enter the member's status as retirement or separation.

BLOCK 11

11. AUTHORITY FOR SHIPMENT (*Order No, Par. No., HQ*)

SO # AD-1812 Washington

Enter the authority for shipment as shown on the member's orders (e.g., order number, paragraph number, and headquarters or other order issuing agency).

BLOCK 12

12. DATE OF ORDER

11 JUL 98

Enter the date the relocating employee's travel orders were issued.

BLOCK 13

13. EXTRA PICKUP/DELIVERY (Complete Address)

3521 CEDAR LANE
ELMHURST, IL 60464

If required, enter the full address where an extra pickup or delivery is to take place. In the title of Block 13, cross out that service not requested.

BLOCK 14

14. DEPARTMENT/AGENCY

Air Force

Enter the department or agency sponsoring the shipment. Abbreviations, codes, or symbols of the activity should only be used when absolutely necessary.

BLOCK 15

1. TRANSPORTATION CONTROL NO.

F81745 1352 8707 HXX

Enter a transportation control number or other traffic identification number, which has been assigned by the PPGBL issuing office. Disregard this block if a traffic control reference number is not used by the PPGBL issuing agency.

BLOCK 16

16. Received by the transportation company named above, subject to conditions named on reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to delivered in like good order and conditions to said consignee.

NO ENTRY REQUIRED

BLOCK 17

17. FULL NAME OF SHIPPER

MILITARY OCEAN TERMINAL
BAYONNE, NEW JERSEY

Enter the full name of the installation, department, bureau service, or agency initiating the shipment. Abbreviations, codes, or symbols of the activity should only be used when absolutely necessary.

BLOCK 18

18. CONSIGNEE (*Name and destination delivery address*)(See block 13.)

ACME MOVING AND STORAGE CO.
1025 COMMERCE STREET
COLUMBIA BUSINESS PARK, BLDG #8
KENT, WASHINGTON 98031

Consignees should be indicated as follows:

Property owner. Enter the employee's name and destination delivery address, including street, city, county, state, or country (if destination is a foreign location), and ZIP code.

Employee's agent. Enter the full name of the employee's designated agent followed by the word "Agent" in parentheses, and the delivery address, including street, city, county, state, or country (if destination is a foreign location), and ZIP code.

Commercial long-term storage facility. Enter the full business name and address of the commercial storage contractor, including the street, city, state, and ZIP code (see Block 18 above).

Consolidated shipments. A separate PPGBL shall be issued for each Government employee's lot in a consolidated shipment. The individual PPGBL shall be cross-referenced by inserting the following statement in Block 27:

"This is a consolidated shipment comprised of PPGBL numbers _____."
(List all other PPGBL numbers involved in the consolidated shipment.)

POV's. Enter the employee's name (last name, first name, and middle initial) or the full name of the employee's agent followed by the word "Agent" in parentheses, and the delivery address, including the street, city, county, state, and ZIP code, or, if destined to a port, the applicable ocean terminal, whichever applies.

For mobile homes. Enter the employee's name, or the full name of the employee's agent, followed by the word "Agent" in parentheses, and the delivery address to include the street, city, county, state, and ZIP code.

BLOCK 19

19. FROM (Complete address of point of pickup)(See Block 13.)

MILITARY OCEAN TERMINAL
BLDG #73
FOOT OF 32nd STREET
BAYONNE, NEW JERSEY 07002-5301

Enter the exact location of the property to be shipped, including the street address, city, town, or metropolitan area, state, and ZIP code where the shipment is to be picked up.

For shipments from storage/contractor's facility, insert the name of the commercial or Government warehouse facility, including the street address, city, state (and country if shipment involves an origin or destination outside the United States), and ZIP code.

BLOCK 20

20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE

GBLOC ► JEAT

JPPSO
FORT LEWIS, WASHINGTON 98433
TEL NO. 206-967-1200

Enter the full name and complete address (including street address, city, town, or county, ZIP code, and commercial telephone number) of the department, activity, or person responsible for the property at destination.

If there are two or more cities or towns of the same name in the same state, the name of the county must be shown in addition to the city or town and state.

FOR DOD AND USCG SHIPMENTS ONLY

In the small box inset in Block 20, enter the GBL Office Code (GBLOC) which identifies the military installation, activity, or office that is the responsible destination Personal Property Shipping Office for the shipment. GBLOCs are listed in the Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R, Personal Property Consignment Instruction Guide.

BLOCK 21

21. BILL CHARGES TO (Dept./agcy., Bur./Off., and complete mailing address)

DEFENSE FINANCE AND ACCOUNTING SERVICE
DIRECTORATE FOR TRANSPORTATION PAYMENTS
8899 EAST 56th STREET
INDIANAPOLIS, IN 46249-0611

Enter the complete name and correct mailing address, including the ZIP code of the office that will pay and/or authorize the transportation charges. Initials or abbreviations

should only be used when absolutely necessary.

This information will enable TSPs to submit bills to proper paying offices.

BLOCK 22

22. VIA (Names of interlining carriers)

As a general rule, this block should be left blank, unless it is in the Government's interest to specify connecting TSPs.

The origin TSP is obligated to forward shipments over the route that will provide the lowest published charges within the mode.

DOD shipments. See Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R for additional instructions.

BLOCK 23

23. FOR CARRIER USE ONLY—
WAYBILL/FREIGHT BILL NO.

6743

The number and billed date should be transferred from the TSP's freight bill or waybill and entered in this block by the TSP prior to billing for charges. This information is useful to the shipper and consignee for tracing and claims purposes.

BLOCK 24

24. APPROPRIATION CHARGEABLE

5783500 328 5781.OH S503725 CIC 4 5
0080 503725 TAC: F87E

Enter the complete Government appropriation number against which the cost of transportation is to be charged.

DOD shipments. See Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R for additional instructions.

BLOCK 25

25. REMARKS (If extra services are ordered, see ADMINISTRATIVE DIRECTION NO. 2 on reverse.)

IMPORTED BY SURFACE	DDD NLT 20 DAYS AFTER DATE OF P/U
M/F: MEMBER	65 DAYS SIT WERE USED AT MOTBY
2510 MAPLE LANE, #105	
BELLEVUE, WASHINGTON 98007	RVNX \$2.50 PER LB PER ARTICLE
TEL NO. (206) 967-2514	

This block is to be used for special instructions, contact person, phone numbers, special instructions for extra pickup and/or delivery, etc. Also enter in this block the released value of the shipment and storage-in-transit authorization.

Storage-in-Transit (SIT)

For DOD PPGBL shipments, total SIT may not exceed 90 days unless otherwise authorized. If no SIT has been used, enter "SIT not to exceed 90 days is authorized." If SIT was used at origin, enter "SIT not to exceed _____ days is authorized. _____ days SIT were used at origin." In the blanks, show the remainder of days authorized and the number of days used at origin.

Civilian agencies should enter the statement:

TEMPORARY STORAGE-IN-TRANSIT AUTHORIZED
AT _____.
(insert origin or destination point)

Civilian agencies may not wish to specify a period of time since such a date establishes the specific date on which the TSP's liability for the shipment terminates.

Household Goods TSP Liability

For DOD agencies, see Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R.

Civilian agencies see GSA Household Goods Tender of Service (domestic and international), GSA guides Agency Guide for Shipping Household Goods and Shipping Your Household Goods, Employee Guide.

Examples of Special Instructions:

Exported/Imported Shipments

For shipments destined for overseas locations, insert "For Export" in Block 25. For shipments originating overseas and destined for the United States, insert "Imported By Air" or "Imported By Surface" in Block 25.

Mobile Homes

For mobile homes, enter:

“NECESSARY REPAIRS AND SERVICES ARE AUTHORIZED NOT TO EXCEED \$150 TOTAL (TIRE AND/OR TUBE REPAIR OR REPLACEMENT ARE EXCLUDED) WITHOUT PRIOR APPROVAL”

BLOCK 26

(see below)

- **Household goods shipments.** Enter “1 LOT.”
- **Mobile home shipments.** Enter “1 EA.”
- **Privately Owned Vehicles.** Enter “1 POV.”

BLOCK 27

26. PACKAGES		27. DESCRIPTION OF SHIPMENT*
NO.	KIND	(Specify)
9	CC	DPM CRATED HOUSEHOLD GOODS & PERSONAL EFFECTS
		NMFC 999913 SUB 1
		EST. WT. 14,421 LBS.

*Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon.

Household Goods and Personal Effects Shipments

Enter "HOUSEHOLD GOODS AND PERSONAL EFFECTS" with the estimated weight in pounds.

Professional Books, Papers and Equipment (PBP&E)

If professional books, papers and equipment (PBP&E) are authorized to be shipped in the same lot with household goods, the GBL must be annotated with a statement concerning PBP&E with estimated weight, separate administrative appropriation chargeable, and a request that PBP&E be packed and weighed separately. (See GSA's guides: Agency Guide for Shipping Household Goods and Shipping Your Household Goods, Employee Guide).

Mobile Homes

For mobile homes with personal effects, enter "MOBILE HOME WITH PERSONAL EFFECTS," along with the length, width, and height of the mobile home in feet and inches. If the mobile home expands, add the word, "EXPANDABLE," and specify the type (single, double, or triple room, one side or both sides).

In addition, insert the make, year, model, serial number, current license number, state, and year issued. If additional space is required, use Block 25, "REMARKS," and insert an appropriate cross-reference in Block 27.

Unaccompanied Baggage

Enter "UNACCOMPANIED BAGGAGE," and the weight of the baggage being shipped.

Privately Owned Vehicle (POV's)

For POV's, enter the make, year, model, serial number, current license number, state and year issued and National Motor Freight Classification, if known.

Shipment Valuation

FOR DOD AND USCG SHIPMENTS ONLY

A shipment is made at a restricted or limited valuation specified in a tender, tariff, or contract, at or under which the lowest rate is available, unless otherwise indicated on the face of the PPGBL. The preprinted statement in Block 27 of the PPGBL shall be the only reference to the valuation of a shipment unless higher valuation is declared. When this occurs, one of the following statements shall be entered:

- (1) For Through Government Bill of Lading Domestic Shipments, enter one of the following: "Shipment is released at a declared lump sum value of \$____," or "Shipment is released at a valuation of____times the net weight in pounds of the shipment," or "Shipment is released at full replacement protection of \$3.50 x net weight in pounds of the shipment, or \$21,000, whichever is greater."
- (2) For Direct Procurement Method: "Released valuation not exceeding per _____ pound."

CIVILIAN AGENCIES. See GSA's guides Agency Guide for Shipping Household Goods and Shipping Your Household Goods, Employee Guide.

BLOCK 28

28. WEIGHT†	
GROSS	63,600
TARE	49,000
NET	14,600 as 15 M
† Include professional books, papers, and equipment weighing.	
N/A	

NO ENTRY REQUIRED BY PPGBL ISSUING OFFICE

The TSP must enter the gross, tare, and net weight in this column. Proof of weight must be included with billing.

The TSP should pack and weigh professional books, papers, and equipment (PBP&E) separately and enter the weight in the bottom space of Block 28. In instances in which it is impractical or impossible to obtain separate weights, a constructive weight of 7 pounds per cubic foot may be used. For DOD shipments, please refer to the DTR, or other related regulations.

BLOCKS 29 and 30

FOR USE OF DESTINATION CARRIER ONLY			
SERVICES	29. RATE	30. CHARGES	
LINE-HAUL TRANSPORTATION	4.10	6,150	00
PACKING/UNPACKING		1,106	69
OTHER ACCESSORIAL SERVICES			
TOTAL ▶		7,256	69

NO ENTRY REQUIRED BY PPGBL ISSUING OFFICE

The TSP must complete these blocks for billing purposes.

BLOCK 31

31. TARIFF OR SPECIAL RATE AUTHORITIES EEWW 2045

Enter the tariff/tender or special rate authority. For One-Time Only (OTO) shipments, insert the words "One-Time Only," the TSP's rate tender number, and the OTO rate. One Time Only quotes and rate agreements should be shown and a copy attached to the GBL.

For civilian agencies shipping household goods, enter the tender number for the TSP selected from the GSA Household Goods Cost Comparison.

BLOCK 32a

FOR USE OF ISSUING OFFICE	32a. ISSUING OFFICER <i>(Name and title)</i>
	J. W. SMITH, LCDR, SC USN CHIEF, TMD

Enter the typed or stamped name and title of the issuing officer. A manual or facsimile signature of the issuing officer's name is not required in this block except when issuing laser printed GBLs or when individual agency requires signature. When issuing laser printed GBLs, each original GBL should be signed in a color or ink other than black.

Only authorized personnel may issue PPGBLs. Although the signature of the issuing officer is not required in this block, his typed name and title must appear on the original and all copies of the PPGBL set. Therefore, if a facsimile name and title stamp is used, each copy of the PPGBL set must be individually stamped.

BLOCK 32b

32b. ISSUING OFFICE (Name and complete address)	GBLOC  AOAH
MILITARY OCEAN TERMINAL FOOT OF 32nd ST. BAYONNE, NJ 07002-5301	

Enter the complete name and mailing address of the PPGBL issuing office.

When continuation sheets (SF 1109) are used, the full name and complete mailing address of the issuing office must be shown in the space provided.

The issuing office is accountable for misuse, loss, or cancellation of a PPGBL, therefore, the specific office issuing the PPGBL as well as the department or agency must be shown.

DOD activities should also enter the GBLOC for the PPGBL issuing office.

BLOCKS 33a through 33d

33a. NAME OF TRANSPORTATION COMPANY EAST WEST VAN LINES	33B. DATE OF RECEIPT OF SHIPMENT 06/30/00
33c. SIGNATURE OF AGENT/DRIVER	33d. PER

Enter the full name of the TSP shown in Block 1.

The TSP/agent or driver of the transportation company who receives the shipment must sign Block 33c, and enter the date in Block 33b.

If the agent's name is signed by the agent's authorized representative, the initials of the representative must appear in Block 33d.

The signature of the TSP's agent constitutes the transfer of the shipment to the legal custody of the TSP, and is important because it indicates the acceptance of the contract of carriage by the TSP. Care should be taken to ensure that carbon impressions of the signature are legible on all copies.

BLOCK 34

34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)			
	UNAUTHORIZED ITEMS	EXCESS DISTANCE	OTHER (Explain under remarks)
	EXCESS VALUATION	EXCESS WEIGHT	

Check the applicable block to identify the reason for any excess cost involved in the shipment. Block 25, "REMARKS," shall be used to fully explain the reason for the excess cost.

BLOCKS 35a through 35g

CERTIFICATE OF CARRIER BILLING FOR CHARGES – CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT			
<small>35a. ON (Date)</small>	<small>35b. AT (Actual delivery point)</small>	<small>35c. THE (Name of delivering carrier)</small>	
06 / 21 /00	KENT, WASHINGTON	ACME MOVING AND STORAGE CO.	
<small>35d DELIVERED THIS CONSIGNMENT TO</small>	<input checked="" type="checkbox"/> STORAGE IN TRANSIT <input checked="" type="checkbox"/> RESIDENCE	<small>35e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER</small>	<input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE <input type="checkbox"/> CARRIER OS&D REPORT ATTACHED
<small>35f. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)</small>		<small>35g. SIGNATURE OF CARRIER'S AUTHORIZED AGENT</small>	
EAST WEST VAN LINES			

These blocks certify that the TSP has performed the services required by the GBL and must be completed by the delivering TSP before the Government pays the charges.

TERMS AND CONDITIONS

The contractual terms and conditions between the TSP and the United States, parties to the PPGBL, are published in the Code of Federal Regulations (CFR)). These provisions are incorporated by a reference which appears on the reverse of the original PPGBL.

TERMS AND CONDITIONS. It is mutually agreed and understood between the United States and carriers, including forwarders, who are parties to this bill of lading that:

This bill of lading is governed by the regulations relating thereto as published in Title 41, Part 101-41, of the Code of Federal Regulations

Except as provided in 41 CFR 101 or as otherwise stated hereon, this bill of lading is also subject to the same rules and conditions as govern commercial shipments made on the usual forms provided therefor by the carrier.

All parties to this bill of lading (carriers, agents, freight forwarders, and others), recognizing that this shipment is made under the auspices of the United States Government, agree to forgo any liens that may arise from any cause whatsoever and not to detain or impound this shipment for any reason.

Carrier shall in no way demand prepayment of charges nor make any collection of charges at time of delivery.

Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS

The General Instructions and Administrative Directions provide procedures to be followed in the preparation of the bill of lading when the shipper finds it necessary to use PPGBL continuation sheets and/or when accessorial or special TSP services are ordered. This block also provides information as to where billing instructions may be obtained.

Requests for accessorial or special services must be endorsed in the "DESCRIPTION OF ARTICLES" or "MARKS" blocks on the face of the PPGBL if space is available; otherwise such requests may be placed on the reverse under "SPECIAL SERVICES ORDERED."

If such an endorsement is impractical, the information may be furnished on a separate paper which shall be annotated with the prefix letter and number of the covering bill of lading, signed by or for the person who ordered the special TSP services, and attached to the bill of lading. In this case the PPGBL must be annotated "See separate sheet attached." When accessorial or special services are requested but not furnished, the GBL shall be so annotated by the TSP. The TSP must also endorse the PPGBL to certify any special services provided.

Shortage, loss, or damage reports should not be made on the bill of lading but on shipment discrepancy forms, prescribed by the Government department or agency concerned with the shipment. Standard Form 361, Discrepancy in Shipment Report (short title "DISREP"), or Standard Form 363, Discrepancy in Shipment Confirmation (short title "DISCON"), must be used on shipments for and on behalf of GSA. These forms are optional for use by other Government civilian agencies and departments. For DOD and USCG shipments, loss and damage must be annotated on both the TSP's descriptive inventory form and on DD Form 1840 (joint Statement of Loss or Damage at Delivery).

GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS.

1. Continuation sheets of the prescribed form should be used and attached hereto when space under "Description of Shipment" on the face of this bill of lading is inadequate.
2. Where accessorial or special services, such as exclusive use of a car or truck, expedited service, protective service, reconsignment, etc., are ordered incident to the line-haul transportation, the bill of lading shall be endorsed to show the name of the carrier upon which the request was made and the kind and scope of the special services ordered. The endorsement may be placed on the face hereof under the "Description of Shipment" or under the "Remarks" if space is available, or in the space provided on this page for "Special Services Ordered," and shall be signed by or for the person who ordered the services. If such an endorsement is impractical, the same information may be set forth in a statement bearing the number of the covering bill of lading, which shall be signed by or for the person who ordered the services and, if possible, attached to the bill of lading. If the bill of lading is not available, the original and one copy of the statement shall be surrendered to the carrier from which the services were ordered, the original to be transmitted to the last line-haul carrier for presentation in connection with the bill for line-haul transportation charges. Where accessorial or special services are shown as ordered but were not furnished, the bill of lading shall be so annotated.
3. Shortage or damage reports shall be made on agency-designated forms, not on the bill of lading. Consignees shall observe the instructions on the reverse of the Consignee's Copy of the bill of lading.
4. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations 101-41 (41 CFR) which may be purchased from Superintendent of Documents, U.S. Government Printing Office Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-41.313-2.
5. American-flag carriers must be used for U.S. Government-financed carriage of personal property (household goods, personal effects, or privately owned vehicles) as prescribed by 46 USC 1241 and for U.S. Government-financed movement of freight as prescribed by 49 USC 1517. Statement by authorizing official justifying use of foreign-flag carrier must accompany appropriate voucher. The air carrier or air freight forwarder must submit with each bill involving the use of a foreign-flag carrier, in whole or in part, a copy of the air waybill, manifest or other documentation showing the underlying air carriers used with justification statement for use of the foreign-flag carrier. See General Accounting Office standards in 4 CFR 52.2.

SPECIAL SERVICES ORDERED

This space may be used to indicate special TSP services ordered, additional description of articles shipped, or any other information pertaining to the shipment where insufficient space is available in the blocks on the face of the PPGBL. Information contained herein should be cross-referenced to the appropriate block on the PPGBL.

Government agencies charged with auditing and paying for transportation services and GSA's postpayment audit activity must rely on what the TSP and the shipping or receiving offices have submitted on the bill of lading as the record upon which the TSP is to be paid. Therefore, all special services and services furnished which vary from those ordered on the shipping documents must be properly annotated on these documents.

<p>SPECIAL SERVICES ORDERED</p>

INSTRUCTIONS TO CONSIGNEE (PROPERTY OWNER)

- The reverse of Optional Form 1203-B, PPGBL-Memorandum Copy (consignee copy), which is blue in color, contains instructions to the consignee to be followed upon receipt of a shipment, including actions to be taken in cases of loss, damage, or other discrepancies. Strict adherence to these instructions is imperative as the consignee's signature on the TSP's delivery documents constitutes the final receipt of the shipment in its delivered condition.
- In case of discrepancies, the consignee must make certain the TSP's representative signs any loss or damage notations on the TSP's delivery documents.

- In addition to annotating and signing the TSP's delivery documents, the consignee must report discrepancies as soon as possible to Government paying offices or other designated offices on Government-prescribed forms, such as SF 361 (DISREP), SF 363 (DISCON), or DD Form 1840. Regulations of a particular agency, department, or bureau concerned with the shipment should be consulted for specific reporting requirements involving discrepant shipments.

INSTRUCTIONS TO CONSIGNEE (PROPERTY OWNER)	
<p>1. Upon receipt of shipment and completion of destination services, the consignee (property Owner) or his designated agent shall sign the carrier's delivery receipt or freight bill and statement of accessorial or special services, as applicable, as well as the consignee's copies thereof. The consignee shall retain his copies as evidence of receipt. The consignee shall ensure that the Government bill of lading number is shown on the delivering carrier's documents and on the consignee's copy. If the number is not shown, the consignee shall write it on said documents. If the number is not known, the consignee shall receipt for the shipment and add the number to his copy when it becomes available.</p> <p>2. If the consignee discovers an apparent loss or damage or other discrepancy in the quantity or condition of property while said property is in process of being unloaded from carrier's equipment, he shall note such loss, damage, or other discrepancy on the delivering carrier's documents and on the consignee's copy of those documents. Both the consignee and the carrier's driver or representative must sign the notations.</p> <p>3. Should the consignee not discover the loss, damage, or discrepancy until after delivery of the shipment and receipt therefor, he shall, as soon as such loss, etc., is known, notify the nearest office of the last delivering carrier and extend privilege of examining the shipment. This information is to be conveyed by telephone if the office is located within the</p>	<p>vicinity, with written confirmation, including the name and title of the contacted carrier representative, sent to the carrier and copy of the confirmation made a part of the official record.</p> <p>4. The consignee shall forward an appropriate loss or damage report to the administrative office as soon as possible but no later than 30 days after receipt of the shipment or discovery of the loss or damage. In case of nondelivery of an entire shipment, the consignee shall file a written report of all the facts with the administrative office as soon as possible but no later than 30 days after date of anticipated delivery. In case of rejection of an entire shipment, the consignee shall immediately file a written report of all the facts with the administrative office.</p> <p>5. The consignee shall make every effort to resolve Overages or shortages within 10 working days after their detection. Upon detection of such overages or shortages, the consignee must notify the delivering carrier or its agent so that the carrier may investigate the matter. When overages or shortages are resolved after a loss and damage report has been filed, the consignee shall immediately notify the administrative office.</p> <p>6. Where accessorial or special services are shown as ordered but have not been furnished, the consignee must immediately notify the administrative office responsible for payment of the charges.</p>

U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY ORIGINAL B/L NO. DP-340,192

1 TRANSPORTATION COMPANY & ADDRESS TENDERED TO East West Van Lines, Inc.		2 SCAC EEWW	3 SERVICE CODE HA	4 SHIPMENT NO.'S DATE B/L ISSUED 1 OF 1 15 FEB 99
6 REQUESTED PACKING DATE 17 FEB 99	7 REQUESTED PICKUP DATE 9 MAR 99	8 REQUIRED DELIVERY DATE	10 PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., RANK AND PAY GRADE JOHNSON, DENNIS W., 505-80 8100 MAJ 04	
11 EXTRA PICKUP DELIVERY (Complete address)		9 IMPORTANT Regulations require Original, Shipping Order and Freight Waybills (Original and Carrier's Copy) to be surrendered to carrier after signature and SF 1203B, Memorandum Copy, to be furnished to consignee (property owner):	11 AUTHORITY FOR SHIPMENT (Order No., Par. No. MO) SO # AD-1812 Washington	
			12 DATE OF ORDER 11 JUL 98	
		14 DEPARTMENT/AGENCY Air Force	15 TRANSPORTATION CONTROL NO. F81745 1352 8707 HXX	
16 Received by the transportation company named above, subject to conditions named on reverse hereof the property hereinafter described in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.		17 FULL NAME OF SHIPPER MILITARY OCEAN TERMINAL BAYONNE, NEW JERSEY		
18 CONSIGNEE (Name and destination delivery address) (See block 13) ACME MOVING AND STORAGE CO. 1025 COMMERCE STREET COLUMBIA BUSINESS PARK, BLDG #8 KENT, WASHINGTON 98031		19 FROM (Complete address of point of pickup) (See block 13) MILITARY OCEAN TERMINAL BLDG #73 FOOT OF 32nd STREET BAYONNE, NEW JERSEY 07002-5301		
20 RESPONSIBLE DESTINATION INSTALLATION/OFFICE JPPSO FORT LEWIS, WASHINGTON 98433 TEL NO. 206-967-1200		GBLOC # JEAT	21 BILL CHARGES TO (Dept./Agcy., Bur./Off., and complete mailing address) TRANSPORTATION OPERATIONS U.S. ARMY FINANCE AND ACCOUNTING CENTER INDIANAPOLIS, INDIANA 46242-0611	
22 VIA (Names of entering carriers)		23 FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO. 6743	24 APPROPRIATION CHARGEABLE 5783500 328 5781.OH S503725 CIC 4 5 0080 503725 TAC: F87E	
25 REMARKS (If extra services are ordered see ADMINISTRATIVE DIRECTION NO. 2 on reverse)				

IMPORTED BY SURFACE DDD NLT 20 DAYS AFTER DATE OF P/U
M/F: MEMBER 65 DAYS SIT WERE USED AT MOTBY
2510 MAPLE LANE, #105
BELLEVUE, WASHINGTON 98007
TEL NO. (206) 967-2514
RVNX \$2.50 PER LB PER ARTICLE

26 PACKAGES NO	26 PKNO	27 DESCRIPTION OF SHIPMENT* (Specify)	28 WEIGHT†	FOR USE OF DESTINATION CARRIER ONLY		
				SERVICES	29 RATE	30 CHARGES
9	CC	DPM CRATED HOUSEHOLD GOODS & PERSONAL EFFECTS NMFC 999913 SUB 1 EST. WT. 14,421 LBS.	GROSS # 63,600	LINE-HAUL TRANSPORTATION	4.10	6,150 00
			TARE # 49,000	PACKING/UNPACKING		1,106 69
			NET # as 15 M	OTHER ACCESSORIAL SERVICES		
			† incl professional books, papers and equipment weighing			TOTAL #
31 TARIFF OR SPECIAL RATE AUTHORITIES N/A				EEWW 2045		

* Issued at lowest valuation cited in appropriate tender or tariff unless otherwise stated hereon		B/L NO. DP-340,192		32a ISSUING OFFICER (Name and title) J. W. SMITH, LCDR, SC USN CHIEF, TMD	
CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING				32b ISSUING OFFICE (Name and complete address) GBLOC # A0AH MILITARY OCEAN TERMINAL FOOT OF 32nd ST. BAYONNE, NJ 07002-5301	
33a NAME OF TRANSPORTATION COMPANY EAST WEST VAN LINES		33b DATE OF RECEIPT OF SHIPMENT 2/17/99		34 FOR USE OF PAYING OFFICER (Does not affect carrier charges) UNAUTHORIZED ITEMS EXCESS VALUATION EXCESS DISTANCE EXCESS WEIGHT Other (Explain under remarks)	
33c SIGNATURE OF AGENT/DRIVER <i>George L. Jones</i>		33d SEAL		35a THE (Name of delivering carrier) ACME MOVING AND STORAGE CO.	
35a ON (Date) 3/9/99		35b AT (Actual delivery point) <i>James W. Smith</i>		35c COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREAFTER <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGE <input type="checkbox"/> CARRIER LOSS REPORT ATTACHED	
35d DELIVERED THIS CONSIGNMENT TO <input type="checkbox"/> STORAGE IN TRANSIT <input checked="" type="checkbox"/> RESIDENCE		35e NAME OF DESTINATION CARRIER (Carrier authorized to bill charges) EAST WEST VAN LINES, INC.			
35f SIGNATURE OF CARRIER'S AUTHORIZED AGENT <i>Betty L. Johnson</i>		STANDARD FORM 1203 (7-87) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3			

1. Carrier to execute and attach Certificate of Storage and Liability for shipment placed in storage in transit. NSN 7540-01-006-8489 1203 106

Figure 3-1. Example of a completed Optional Form 1203

CHAPTER 4. COMMERCIAL BILLS OF LADING

Description and Use

Commercial Bills of Lading (CBL) are designed in accordance with individual carrier specifications. When used for the transportation of goods and services for the United States the same rules and conditions that govern commercial shipments apply, except as provided in Title 41 CFR 102-118 of the Code of Federal Regulations. CBLs are subject to the terms and conditions set forth in Standard Form 1103, U.S. Government Bill of Lading, and any other applicable contract or agreement of the carrier for the transportation of shipments for the United States on U.S. Government bills of lading.

CBLs represent the receipt of goods, the contract of carriage and is documentary evidence of title to goods, and must contain a description of the articles comprising the shipment. Presented with the SF 1113, Public Voucher for Transportation Charges, the CBL serves as a freight bill in the collection of transportation charges. It also must contain information needed by the Government shipping and accounting officers, including contract and fiscal authorizations.

Shipments for express, courier, or small package shipments moving on CBLs should not be billed to the Government on SF 1113s. These shipments should be billed to the Government using the commercial invoicing documents including Government charge cards.

Carrier Receipt of Shipment and Certification of Delivery Procedures

A TSP or TSP's agent must sign and date the original CBL, thereby certifying that he has received the shipment. Subsequent to delivery, a carrier must certify delivery by annotating the CBL with the date and place of delivery. At the time of delivery, any loss or damage and/or shortage must be noted, signed by the consignee, and acknowledged by the signature of the carrier's agent.

PREPARING THE CBL

Although the CBL is a commercial document, it must reflect certain information required by the GBL. In addition to the information customarily entered on a CBL, the following list of required information is necessary to accurately document the transportation service requested and performed for each shipment, and to facilitate the subsequent audit and payment of transportation charges:

Route Order/Release Number

Annotate a route order number, traffic control number, or other document identification number that has been assigned by the transportation officer or routing authority. Traffic control numbers are used for internal control and identification of specific shipments; to trace lost or overdue shipments; to show routing authority; and/or to help distribute tonnage among competing TSPs.

Standard Point Location Codes (SPLC)

In addition to identifying the origin and destination, the nine digit SPLC for origin and destination as published in applicable tariffs and tenders must be identified. These codes must be on all CBLs covering DOD shipments

Consignee

Indicate the name, room number, and mailing address, including ZIP code, of the department and person with commercial telephone number designated to receive the shipment. When the person to be notified of delivery differs from the consignee, the name of the person with commercial telephone number should also be shown, preceded by "Notify."

Shipper

Record the proper name, address, and ZIP code of the Government shipping activity authorizing and responsible for the shipment.

Appropriation Chargeable

Cite the complete fiscal authority against which the cost of transportation is to be charged.

Agency Responsible for Payment of Charges

Identify the complete name and correct mailing address, including the ZIP code, of the office that will pay and or authorize the transportation charges. The CBL with a properly completed Standard Form 1113, Public Voucher for Transportation Charges, (see ch .11) will be forwarded to the name and address shown.

Route

The complete routing for carload quantities via rail, or equivalent quantities via motor or rail should be shown only when some substantial interest of the Government is served. Junction or interchange points should not be used unless they are required by the tender or tariff. When there is doubt regarding the most advantageous route, do not specify.

Description of Articles

Each article that is classified differently must be identified separately, including the type of container or package applicable to each. When articles are shipped on pallets, the number of packages comprising the pallet load must be shown.

Identify the proper classification in conformance with the governing classification, tender or tariff description. When the shipment consists of more than one commodity, the classification number should be shown after each. If there is doubt concerning the proper description, a clear, non-technical description should be used. Trade names may be added to the description if it will aid in proper classification of the commodity. It is important that "used" articles or property be so designated.

A shipment is made at a restricted or limited valuation specified in a tender, tariff, or contract, at or under which the lowest rate is available, unless otherwise indicated on the face of the CBL. When freight descriptions are based on released valuation, and the shipping declaration is required, a notation of released value is required as follows:

"Released valuation not exceeding _____per_____."
Or
"RVNX_____per_____."

When shipping the hazardous materials listed in title 49 of the Code of Federal Regulations (49 CFR 172.101), the description must be shown as listed therein. The shipping description of the hazardous material of the shipping paper must include (1) The proper shipping name prescribed for the material; (2) The hazard class or division; (3) The identification number; and (4) The packing group. (See page 28, Example A) A technical and chemical group name may be entered in parentheses between the proper shipping name and hazard class or following the basic description (see 49 CFR 172.202 and 172.203). If the proper shipping name for the material does not identify the hazardous substance by name, the name of the hazardous substance must be entered in parentheses in association with the basic description (see 49 CFR 172.203(c)). If the

hazardous material description differs from the governing tariff/tender description and it is deemed appropriate, the tariff/tender description may be entered in parentheses following the basic description. Only hazardous material with identification numbers preceded by the letters UN (United Nations) may be considered appropriate for international as well as domestic transportation. Materials with identification numbers preceded by the letters NA (North America) may only be considered appropriate for domestic transportation and for transportation to and from Canada. (See 49 CFR 172.101(e)). The required shipping description may not contain any code or abbreviation not specifically authorized or required in 41 CFR 172, Subpart C-Shipping Papers. When both a hazardous material and a non-hazardous material are listed, the hazardous material description must be entered first or entered in a contrasting color (see 49 CFR 172.201). Certification as required by 49 CFR 172.204 should also be included. (See Ch. 2, pages 24 and 25 of this guide).

Weight

The gross weight must be shown separately, opposite the appropriate description of the package(s). When the actual weights cannot be determined before the shipment is made, the estimated weights should be shown and notation "Estimated weights; weigh and correct" should be entered on the CBL. The weight of pallets, platforms, or skids on which a shipment may be loaded should be shown separately because the rules governing the application of rates may allow for free transport of this weight.

When property is shipped in truckload, carload or equivalent quantities, and dunnage, such as blocking, temporary lining, racks, bracing, or strapping is required; the weight of the dunnage must be shown separately. Provision for dunnage allowances vary according to the rules governing the application of rates.

When weight is based on cubic measurements, the cubic feet for each item or group of items, as well as the total number of cubic feet is required. In determining cubic measurements of items of irregular shape, the greatest dimensions in length, width, and height must be used. When charges for air shipments are based on volume weight, the actual measurements of the commodity as packed for shipment should be shown.

When "agreed" weights are used, reference to the weight agreement and the name of the issuing bureau should be shown.

Tariff/Special Rate Authority

As a source of information, reference the applicable tariff, special rate authority as provided under 49 U.S.C. 10721, 13712.

Equipment Size

The length or cubic capacity of the equipment ordered and furnished to accommodate a shipment is required to ensure that the lowest freight charge will be applied. When carloads, truckloads, or containerized shipments are involved, TSPs cannot always furnish equipment of the length and cubic capacity ordered. When a TSP furnishes a unit of greater capacity, and the CBL does not show the length and cubic capacity of the conveyance ordered, charges will be assessed on the minimum weight or cube applicable to the conveyance furnished and used. If the GBL shows that a conveyance smaller than that furnished was ordered, charges will usually be based on the size of the smaller conveyance, unless otherwise provided by the governing rules publication.

If a TSP indicates prior to furnishing the conveyance that the size ordered is not available and offers one of a greater capacity, the larger size conveyance may be accepted if the carrier is willing to have the CBL annotated:

“THIS SIZE CONVEYANCE FURNISHED FOR THE CONVENIENCE OF THE CARRIER”

TSPs Pickup Date

The CBL is legally in effect and the TSP assumes responsibility for the shipment on this date.

The applicable rate on any shipment is the one published and in effect on the date the shipment is accepted by the TSP.

Accessorial or Special Services

Requirements for accessorial or special services effecting charges in addition to the linehaul must be annotated on the CBL. The annotation must name the TSP upon whom the request was made and the kind and scope of services ordered and must be signed by or for the person ordering the services. If such an annotation is impracticable, a statement containing the information and bearing the number of the covering CBL and signed by or for the person who ordered the service will be acceptable. Such services include, but are not limited to the following:

- Stop off
- Extra delivery
- Capacity load
- Exclusive use of a vehicle
- Reconsignment and Delivery
- Redelivery
- Security/Protective Services
- Detention

When accessorial or special services are requested but not furnished, the CBL must be so annotated by the TSP.

Shortage, Loss, or Damage

Shortage, loss or damage reports should not be made on CBL's but on shipment discrepancy forms, prescribed by the Government department or agency concerned with the shipment. Standard Form 361, Discrepancy in Shipment Report (short title "DISREP") or Standard Form 363, Discrepancy in Shipment Confirmation (short title "DISCON"), must be used on shipments for and on behalf of DOD and GSA. These forms are optional for use by other Government civilian agencies and departments.

Lost Commercial Bill of Lading or Commercial Express Receipts

When the original CBL has been lost or destroyed, and therefore not available to the billing carrier, the shipper or origin carrier possessing an authentic copy may have it certified by the Government office that authorized the shipment. The paying office should establish controls to prevent duplicate payment.

If the original CBL is recovered, the original should be forwarded to the paying office. If settlement has already been completed, the recovered original CBL should be canceled; properly annotated with the disbursing office (D.O.) symbol number, the disbursing office voucher number (or GSA certificate of settlement number), and payment date; and transmitted to the General Services Administration, Audit Division (FBA), 1800 F Street, NW, Washington, DC 20405.

CHAPTER 5. TERMS AND CONDITIONS

- (1) Prepayment - In no case shall prepayment of charges be demanded by the TSP nor collection be made from the consignee. The GBL or bill of lading, properly certified and attached to an SF 1113, Public Voucher for Transportation Charges, shall be presented to the paying office for payment to the TSP in privity with the contract of carriage as evidenced by the GBL or bill of lading.
- (2) Alternation of Rates - The shipment must be made at the restricted or limited valuation specified in the tender, tariff or classification or equivalent contract, arrangement, or exemption from regulation at or under which the lowest rate is available, unless otherwise indicated in the GBL or bill of lading.
- (3) Loss and Damage - Receipt for the shipment is subject to the consignee's annotation of loss, damage, or shrinkage on the delivering TSP's documents and the consignee's copy of the same documents. When loss or damage is not discovered until after delivery of shipment and receipt therefor, the consignee shall promptly notify, preferable by telephone, the nearest office of the last delivering TSP and extend to the TSP the privilege of examining the shipment.
- (4) Time to State Loss and Damage - The rules and conditions governing commercial shipments, for the time period within which notice must be given to the TSP or a claim must be filed, or suit instituted, shall not apply if the shipment is lost, damaged or undergoes shrinkage in transit. Deletion of this item will be considered valid only with the written concurrence of the Government official responsible for making the shipment.
- (5) Interest on Payments - Interest shall accrue from the voucher payment date on the overcharges made and shall be paid at the same rate in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982 U.S.C. 3717.

CHAPTER 6. USE OF U.S.-FLAG CARRIERS

Cargo Preference Laws

The use of U.S.-flag vessels by officers and employees of the United States for the transportation of their personal effects and use of U.S.-flag certified air carriers for any Government-financed movement of freight by air is required by statute (46 U.S.C. App. Sec.1241 and 49 U.S.C. 40118) when such vessels and air carriers are available. Compliance with these statutes is required whether the United States pays the transportation charges to the direct or through reimbursement of an individual or other entity. Uniform standards and procedures prescribed by the Comptroller General of the United States for guidance of all departments, agencies, officers and employees of the United States; carriers; and others concerned, in conforming to these statutes are found in 4 CFR 52.2 and in various Comptroller General decisions.

International Ocean Shipments

Each bill submitted by a freight or household goods forwarder for payment of transportation charges for the overseas movement of personal property (including household goods, personal effects, and, for civilian agencies, privately owned vehicles) shall be supported by a copy of the ocean freight bill along with the GBL. Also each bill submitted by an ocean carrier or freight forwarder for the payment of charges for the transportation of personal effects of officers and employees of the United States, furnished in whole or in part by a foreign-flag carrier, shall be supported by the authorizing official's certification of the necessity for the use of the foreign-flag carrier. (See 4 CFR 52.2)

International Air Shipments

Each bill for the payment of international air freight transportation charges not involving the use of foreign-flag carriers shall be supported:

- (1) For air carriers, with a carrier's certification that only U.S.-flag service was used or, in absence of such certification, with a copy of the air waybill or manifest showing the underlying carriers utilized, and
- (2) For air freight forwarders, with a copy of the air waybill or manifest.

Each bill submitted by an air carrier or air freight forwarder for payment of international air freight transportation charges involving, in whole or in part, the use of foreign-flag carriers shall be supported by:

- (1) A copy of the waybill or manifest showing the underlying carriers utilized, and
- (2) A certification, adequately explaining the non-availability of U.S. flag service, signed by the responsible official of the authorizing agency or the carrier having knowledge of the facts concerning such usage.

CHAPTER 7. EXCLUSIVE USE OF VEHICLE

When shipments are made by motor TSPs, the TSP has access to his equipment during transit, except when seals are applied and the shipper requests exclusive use of TSP equipment. When the shipper requests exclusive use for purposes of cargo security or for other reasons, all copies of the CBL/GBL should be annotated in Block 15, "MARKS AND ANNOTATIONS," with the following:

"EXCLUSIVE USE OF VEHICLE REQUESTED BY THE GOVERNMENT"

(Signature of individual ordering service)

(Date)

Also, the seal numbers should be recorded on the CBL/GBL in the space provided in Block 24. In addition, the shipper must place the following notation on the CBL/GBL to be completed, signed, and dated by the delivering TSP:

I certify that exclusive use of vehicle was ordered and furnished from _____
(origin)
to _____ by _____, _____.
(destination) (TSPs in routing) (TSPs agent) (date)

This certification is acceptable support for the payment of higher transportation charges, if any. Similarly, if the TSP does not provide such service, the consignee's copy of the CBL/GBL, (OF 1103-B) and the delivering TSP's documents will be so annotated. All notations must be signed by the consignee and the TSP's agent.

WARNING: "EXCLUSIVE USE OF VEHICLE" DOES NOT GUARANTEE EXPEDITED SERVICE. TSP'S CHARGE PREMIUM RATES FOR EXCLUSIVE USE OF VEHICLES, AND THIS SERVICE SHOULD ONLY BE USED WHEN ESSENTIAL TO THE NEEDS OF THE GOVERNMENT.

CHAPTER 8. RECONSIGNMENT AND DIVERSION

Reconsignment and diversion are TSP terms used interchangeably to denote the following changes concerning a shipment after it has been tendered to the origin TSP and before it has been released from the custody of the delivering TSP:

- A change in the name of the consignor (shipper).
- A change in the name of the consignee (receiver).
- A change in the destination.
- A change in the route when requested by the consignor, consignee, or owner of the shipment.
- Other instructions to the TSP that require additional movement of the conveyance.

A shipment may be reconsigned or diverted if permitted in the TSP's tariff or tender:

- While the shipment is in transit.
- After the shipment has arrived at the destination but is still in the possession of the TSP.

Initial instructions directing the reconsignment or diversion may be provided to the representative of the TSP by telephone or telegram followed by a written confirmation. The original and one copy of such written reconsignment or diversion notice, properly signed by the person ordering the service and bearing a cross-reference to the CBL/GBL, shall be surrendered to the TSP from which the services were ordered. That TSP will transmit the original of the notice to the last line-haul TSP where it will be combined with the original CBL/GBL for presentation in connection with the bill for line-haul transportation charges.

CHAPTER 9. ALTERING OR CORRECTING BILLS OF LADING

SF 1200, Government Bill of Lading Correction Notice (fig. 4.) is used to alter or correct the GBL/PPGBL. It is a single sheet form, and the number of copies to be prepared and distributed is a matter for each Federal agency to establish. Recipients of a correction notice will alter or correct the GBL as indicated on the notice and attach the form to the GBL. Preparation of SF 1200 is not required when alterations or corrections are made prior to the distribution of the GBL. The form is not subject to the provisions of the Paperwork Reduction Act of 1980 (94 Stat. 2812, 44 U.S.C. ch. 35).

(See Fig. 4 next page.)

GOVERNMENT BILL OF LADING CORRECTION NOTICE		DATE NOTICE PREPARED
1. GBL NUMBER	2. DATE GBL WAS ISSUED	3. TOTAL WEIGHT SHOWN ON GBL
4. ORIGIN (As shown in "Origin" block on GBL.)		5. DESTINATION (As shown in "Destination" block on GBL.)
6. ROUTE (Complete routing shown on GBL.)		7. ISSUING OFFICE (As shown on GBL under "For Use of Issuing Office.")
8. TO: (Name and address of carrier/activity to which directed, including ZIP Code.)		9. Complete Items 9a, b, and c only when correction is made after transportation charges have been paid.
		a. D.O. VOUCHER NUMBER
		b. D.O. VOUCHER DATE
		c. D.O. SYMBOL
10. FROM: (Full name and address of the activity initiating the notice, including ZIP Code.)		
11. BILL OF LADING NOW READS (Show the information as it reads prior to correction.)		12. CORRECT BILL OF LADING TO READ (Show how the corrected information should read.)
13. AUTHORITY FOR CORRECTION (Tariff and item numbers; classification and item number; or other authority for making the change.)		
14. REMARKS (Pertinent information not otherwise provided on the form. If more space is required, use reverse side of this form.)		
15. INFORMATION COPY TO (Name and address, including ZIP Code.)		16. SIGNATURE AND TITLE OF INITIATING OFFICIAL
		17. CARRIER REPRESENTATIVE'S SIGNATURE (Require when notice is initiated by shipper and transportation charges are affected.)
NSN 7540-01-180-5524		STANDARD FORM 1200 (1-82) Prescribed by GSA, FPMR (41 CFR) 101-41.3
1200-101		

Figure 4. SF 1200, Government Bill of Lading Correction Notice

CHAPTER 10. SUBSTITUTE DOCUMENTATION IN LIEU OF LOST GOVERNMENT BILL OF LADING

At the time the shipment is tendered, the initial TSP will be given the completed original GBL (OF 1103 or OF 1203), the Shipping Order (SF 1104 or SF 1204), the Freight Waybill-Original (SF 1105 or SF 1205), and the Freight Waybill-TSP's Copy (SF 1106). The TSP(s) involved in the routing is responsible for custody of these documents during the entire shipping cycle.

Billing When GBLs/PPGBLs are Lost or Destroyed

The original GBL is the primary shipping document that the TSP uses to bill the Government for transportation services rendered. However, if after delivery, the original GBL cannot be located by the billing TSP and it is evident that the original GBL has been lost or destroyed, the TSP must use the Freight Waybill-Original (SF 1105 or SF 1205), properly certified by the TSP as a substitute document, when submitting public vouchers to the appropriate Government paying office (see public voucher discussed in ch. 11).

The TSP who is authorized to bill for charges must enter on the reverse side a properly executed certificate of delivery showing all information required in the "CERTIFICATE OF CARRIER BILLING FOR CHARGES" on the face of the GBL/PPGBL.

If the Freight Waybill-Original (SF 1105 or SF1205) is also lost, the TSP should request and be furnished a certified true copy of the issuing office's Memorandum Copy (OF 1103-A or OF 1203-A) of the U.S. Government Bill of Lading. In this case, the issuing office will use the following certification:

"I certify this is a true copy of the Memorandum Copy (OF 1103-A) in my possession and the services hereon were requested."

(Signature of Issuing office) _____ or,
(Date)

"I certify this is a true copy of the Memorandum Copy (OF 1203-A) in my possession and the services hereon were requested."

(Signature of Issuing office) _____
(Date)

The issuing office shall make its certification regarding the services requested on the reverse of that copy and forward it to the TSP for certification of delivery and billing in the same manner as that for the Freight Waybill-Original substitution.

The issuing office must maintain a record of all certifications that have been placed on certified true copies of memorandum copies in a bill of lading accountability record.

Also, the issuing office must promptly notify the Government paying office to prevent duplicate payment to the TSP.

Processing Lost GBLs/PPGBLs Which are Recovered

If the lost original GBL/PPGBL is located by either the TSP or the Government before settlement is made on the Freight Waybill-Original, the original GBL/PPGBL should be used for payment and the Freight Waybill-Original should be marked with the notation:

“CANCELED - ORIGINAL BILL OF LADING LOCATED”

The canceled Freight Waybill-Original should then be returned to the issuing office for correction of its GBL/PPGBL accounting records and for notification to the payment office-concerned that payment shall be made on the original GBL.

If the lost original GBL/PPGBL is located after settlement is made on the Freight Waybill-Original, the original GBL/PPGBL should be forwarded to the Government paying office indicated on the front of the GBL/PPGBL where it should be marked “canceled,” properly annotated with the disbursing office (D.O.) Voucher Number, (or the GSA certificate of settlement number), and payment date of the Freight Waybill-Original settlement voucher, and forwarded to the General Services Administration, Audit Division (FBA), 1800 F Street, NW, Washington, DC 20405.

If a certified memorandum copy (OF 1103-A or OF 1203-A) was substituted for a lost Freight Waybill-Original, and the Freight Waybill-Original or GBL is recovered, the above procedure, modified as necessary, should be followed.

CHAPTER 11. CARRIER BILLING PROCEDURES AND INSTRUCTIONS FOR PREPARATION OF SF1113

Carrier Billing Procedures

GSA has prescribed Public Voucher for Transportation Charges, SF 1113 (see fig. 5.), and Memorandum Copy, SF 1113-A for use by TSPs in billing charges for freight, express, or passenger transportation furnished to the U.S. Government in accordance with official shipping requests. The SF1113 and one SF 1113-A must be submitted to the billing office specified on the GBL. TSPs may print these forms commercially or purchase them from the Government Printing Office. When printing these forms commercially, TSPs shall ensure that the forms conform to the exact size, wording, and arrangement of the approved standard forms and, while no minimum grade of paper is set, TSPs shall provide a reasonable grade of paperstock.

Small shipments moving on commercial forms (generally not exceeding \$100.00 in transportation charges) will not be invoiced to the Government on SF 1113. These shipments will be billed to the Government using the normal commercial invoicing documents.

TSPs should include as many subvouchers (bills of lading) as possible, not to exceed 25, with each voucher, SF 1113, covering charges to be billed to the same office, except for shipments accorded transit privileges and household goods shipments (other than domestic crated household goods), which should be billed one per voucher. The serial number and amount of each bill of lading must be shown on the SF 1113 but not descriptive details of the services rendered.

The TSP shall complete the "PAYEE'S CERTIFICATE" section of the voucher. TSPs may use a machine-typed name of the TSP's certifying official, provided the machine-typed official's name is initialed by a duly authorized person; or TSP may use a facsimile signature of the TSP's certifying official, as authorized by that official. The TSP shall complete the tear-off portion of the SF 1113 and shall not substitute a memorandum copy (SF 1113-A) for the tear-off portion.

The TSP shall not be required to furnish more than one memorandum copy to the agency billed unless otherwise specifically authorized in advance by GSA.

CBLs/GBLs/PPGBLs must not be combined on the same SF 1113.

Payment of transportation charges must be made to the TSP in privity with the contract of carriage as evidenced by transportation documents.

When mutually agreeable to the agency and the GSA Audit Division, your agency is encourage to use electronic billing for transportation services.

NOTE: Agencies submitting payment data on magnetic tape to a Department of the Treasury disbursing facility may arrange with that facility for the preparation of

enclosures (TFS Form 3039, Notice to Check Recipient), bearing all information shown on the SF 1113 tear-off slips. TFS Form 3039 will then be sent to the carrier-payee with the payment checks instead of the SF 1113 tear-off slips.

Preparation of the SF 1113

(a) Instructions to TSPs

DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS U.S. TRANSPORTATION OPERATIONS U.S. ARMY FINANCE AND ACCOUNTING CENTER INDIANAPOLIS, INDIANA 46249-0611

Enter the complete name and address of the department or agency, bureau or service shown on the subvouchers (CBL/GBLs/PPGBLs). This information is shown in the "BILL CHARGES TO" block (Block 13 on the GBL and Block 21 on the PPGBL).

THE UNITED STATES, DR., TO: (Payee's name and address) EAST WEST VAN LINES, INC. P.O. BOX 2500 CHICAGO, IL 60348

Enter the complete name, Taxpayer Identification Number (TIN), and address of the TSP or agent authorized in 102-118.95 to receive payment.

CARRIER'S BILL NUMBER 6743

The billing TSP should enter a number that will readily identify the transaction. This number is important in any subsequent correspondence regarding the billing.

CARRIER'S SCAC NUMBER EEWW

Enter the TSP's SCAC identifier. If the code is omitted, the forms and all supporting papers shall be returned to the TSP unpaid with a request that the SCAC be added to the forms.

TSPs may request the assignment of a SCAC by writing to the National Motor Freight Traffic Association. Inc., 2200 Mill Rd., Alexandria, VA 22314.

SERVICES FURNISHED (Check one)	
<input type="checkbox"/> FREIGHT	<input type="checkbox"/> PASSENGER

Indicate by checking in the appropriate block whether passenger or freight transportation service was provided. (CBLs/GBLs/PPGBLs/GTRs must not be combined on the same SF 1113). Each shipment of household goods (except domestic crated shipments), whether covered by a CBL/GBL/PPGBL, must be billed on a separate SF1113.

Do NOT bill GBL and GTR charges on the same form.

ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT	
DP-340,192	\$7,256	69
TOTAL CLAIMED ▶		

The complete serial number of the CBL/GBL/PPGBL including the alpha prefix should be shown in this block. Each household goods shipment (GBL/PPGBL) must be billed on a separate SF 1113. For GBL shipments other than household goods, TSPs should include as many subvouchers (GBLs), covering charges to be billed to the same office, as can be listed in this block, not to exceed 25.

Only the bills of lading numbers with the total charges for each bill of lading listed should be shown for all shipments other than shipments of household goods. For shipments of household goods, descriptive detail summarization of the services rendered should be entered on the SF 1113.

The amounts of individual bills of lading should be totaled. This is the total amount the TSP is billing the Government.

For payment of services rendered
as evidenced by attached subvouchers.

PAYEE'S CERTIFICATE

I certify that the account stated hereon, as evidenced by the attached subvouchers, is correct and just; that services have been rendered or tickets furnished as indicated; that payment has not been received; and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to section 10721 of the Interstate commerce Act, as amended, or other equivalent contract arrangement, or exemption from regulation.

DATE 3/21/89

Payee EAST WEST VAN LINES INC

PER SANDRA G. JOHNSON (Signature)

Enter the date, complete name of the billing TSP, and the name of the TSP's agent responsible for billing the Government.

TSPs may use a machine-typed name of the TSP's certifying official, provided the machine-typed official's name is initialed by a duly authorized person; or TSPs may use a facsimile signature of the TSP's certifying official, as authorized by that official.

The enclosed check settles voucher submitted for payment of the account described in the memorandum hereon. **(No acknowledgment of receipt of the check is necessary.)**

MEMORANDUM

NOTE—If the payee named in the attached voucher will supply below such data as will identify the check drawn in payment thereof with the account in his office, this slip will be mailed with the check.

NAME:

EAST WEST VAN LINES, INC.

ADDRESS:

P.O. BOX 2500

CHICAGO, IL 60348

U.S. ARMY

(Department, Bureau or Establishment)

BILL NO.: 6743

AMOUNT: \$ 7,256.69

U. S. GPO: 1987-173-894

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Washington, D.C. 20402

Enter the name and complete address of the TSP in the inset block. Beneath the section captioned, "MEMORANDUM," enter the Department or Agency or Service being billed for the services, the number from the "CARRIER'S BILL NUMBER" block above, and the total claimed.

(b) Instructions to Agencies

VOUCHER OR SCHEDULE NO. 418351

DOD finance offices should enter the disbursing office (D.O.) voucher number. Civilian finance offices should enter the D.O. voucher or schedule number.

PAID DATE 5052 USA FAC INDIANAPOLIS, IN 46249 14 APR 1989

Enter the date the Government paid the TSP. It is essential that this block be completed because the paid date governs the liability of the Government.

DIFFERENCES	AMOUNT	
AMOUNT VERIFIED-CORRECT FOR ▶		
VERIFIED BY <small>(Signature or initials)</small> ▶		

Enter the net amount due the TSP, signed or initialed by the certifying official.

ACCOUNTING CLASSIFICATION

STANDARD FORM 1113 (REV. 11-86)
 PRESCRIBED BY GSA, FPMR (41 CFR)101-41
 1113-110

Use of this block is optional. It may be used to enter the accounting classification fund cite(s) to which the transportation bill is chargeable.

Supplemental Billings

Supplemental billings should be invoiced on SF 1113, Public Voucher for Transportation Charges.

The supplemental bill (claim) shall bear the same number as appears in the "CARRIER'S BILL NUMBER" block of the original bill (SF 1113) but with an alphabetical suffix. An alphabetical sequence of suffixes shall be used for any additional supplemental bills. Each supplemental bill (claim) for freight or household goods transportation services shall be accompanied by a copy of the GBL/PPGBL ordering the service and a copy of the original voucher (SF1113) which was submitted by the origin TSP. Generally only one supplemental bill shall be presented for all supplemental charges relating to the items paid on the original bill.

Additional information may be required to explain the supplemental charges such as:

- The tariff or quotation authority for the charges.
- A statement of services ordered and furnished, signed by or for the person who ordered the accessorial services.
- A statement signed by the property owner or authorized agent, certifying receipt of the property at his residence and listing any loss or damage.

CHAPTER 12. PAYMENT AND SUBMISSION OF TRANSPORTATION BILLS FOR AUDIT

Payment of Transportation Bills

Transportation bills are subject to the provisions of the Prompt Payment Act (31 U.S.C. §3901-3906 (Office of Management and Budget (OMB) Circular A-125, (Revised), December 12, 1989)).

All agencies, except those granted a waiver by the Administrator of General Services, must establish a prepayment audit program that verifies the correctness of any bill from a TSP for transporting an individual or property for an agency before payment of the charges.

Your agency must:

- (a) Pay any properly documented bill for transportation and travel charges when presented for payment upon completion of service.
- (b) Have procedures in place to ensure that payment for transportation and travel services is authorized, legally appropriated and correctly calculated.
- (c) Verify the correctness of bills received from a TSP for transportation for an agency (to include transportation rates, freight classifications, or proper combinations thereof) for the service.
- (d) No duplicate payments are made. (Procedures and controls must be established to prevent duplicate payments, to recover any duplicate payments that may be made, and to perform an annual review of the effectiveness of those procedures.)
- (e) Provide a TSP with notice of any apparent error, defect, or impropriety within 7 days of receipt of an invoice.
- (f) Pay charges to the TSP in privity with the contract of carriage as evidence by transportation documents.

Submission of Paid Transportation Bills for Postpayment Audit

The agency submission of transportation documents must contain the following information: the amount paid; the date paid; the document reference number; voucher number and the location. GSA maintains a list of agencies that submit bills for postpayment audits. GSA shall be notified immediately of any changes to payment location.

Forms that may be used by your agency to pay transportation bills are:

OF 1103 (Government Bill of Lading)

OF 1103A (Government Bill of Lading Memorandum Copy)

SF 1105 (Government Freight Waybill)

SF 1113 (Public Voucher for Transportation Charges)

SF 1186 (Transmittal for Transportation Schedules and Related Basic Documents) (see fig. 6.)

OF 1203 (Personal Property Government Bill of Lading)

OF 1203A (Government Bill of Lading-Privately Owned Personal Property Memorandum Copy)

SF 1205 (Government Freight Waybill—Privately Owned Personal Property)

Commercial Bills of Lading

Submissions should be made in the following manner:

- Mail to GSA - Send assembled packages to:

General Services Administration
Sheltered Occupational Center (SOC)
Paid Document Receiving Unit
13882 Redskin Drive
Herndon, VA 20171

- Submit paid bills at the end of each account month; avoid multiple account month submissions - Paid bills should be submitted to GSA at the end of each account month. If, due to an administrative oversight, this is not done, and it becomes necessary to submit multiple account months at the same time, a) the most recent account month should be forwarded in a separate package, b) all prior account months should be bundled by month, each with an accompanying SF 1186, and should be forwarded in one package clearly marked as to its contents. Ensure that each SF 1113 contains the paid date.
- Identify withheld vouchers – If one or more vouchers are found for a month already submitted, please prepare a separate SF 1186 with a statement that the vouchers listed were inadvertently left out of submission for (month and year) which was forwarded to GSA on (year/month/day).

- Identify delayed vouchers/doubtful claims - Any transportation vouchers that have not been paid because they are doubtful claims must be identified on a separate SF 1186 and forwarded to General Services Administration, Audit Division (FBA), 1800 F Street, NW, Washington, DC 20405.
- Submit negative reports - If no SF 1113's are paid during the month, check the block in the lower left corner of the SF 1186 and submit it to OTA.

(NOTE: The Audit Division issues computerized letters of receipt each month for paid transportation bill submissions which it receives.)

TRANSMITTAL FOR TRANSPORTATION SCHEDULES AND RELATED BASIC DOCUMENTS	DATE
---------------------------------------------------------------------------------	------

FROM (Name of Bureau or Office)

ADDRESS

DISBURSING OFFICE SYMBOL NUMBER

TO:

General Services Administration
Sheltered Occupational Center (SOC)
Paid Document Receiving Unit
13882 Redskin Drive
Herndon, VA 20171

TRANSMITTED HERewith ARE THE TRANSPORTATION ACCOUNTS FOR _____ . INCLUDED IN THIS
(Month and year)
 SHIPMENT ARE _____ PACKAGES CONTAINING _____ TRANSPORTATION VOUCHERS (SF 1113
(Number) (Number)
 AND RELATED SUPPORTING DOCUMENTS). THE BEGINNING AND ENDING SCHEDULE NUMBERS* ARE _____
 AND _____. ANY BREAKS IN THE SERIAL SEQUENCE OF SCHEDULE NUMBERS* ARE LISTED AND EX-
 PLAINED BELOW.

(Continue on plain white paper if necessary)

NO PAYMENT FOR TRANSPORTATION SERVICES HAS BEEN
 MADE BY THE ABOVE-NAMED OFFICE FOR THE PERIOD _____
(Month and year)

SIGNATURE

TITLE

* Agencies not using voucher schedule (SF 1166) procedure should show the beginning and ending disbursing office voucher numbers.

NSN 7540-00-682-6694
1186-106

STANDARD FORM 1186 (REV. 4-83)
Prescribed by GSA
FPMR 101-41.8

Figure 6. Standard Form 1186, Transmittal for Transportation Schedules and Related Basic Documents

Where to Get Help:

- Eastern and Midwestern States – GSA, FBCP, Program and Education Branch, Washington, D.C., (703) 305-7211.
- Southern States and Texas – GSA, FBCP-4, Program and Education Branch, Atlanta, GA, (404) 331-0559.
- Western States, Alaska, and Hawaii – GSA, FBCP-8, Program and Education Branch, Denver, CO, (303) 236-7071.

Glossary of Terms

Agency – Any department or establishment of the Federal Government defined by 5 U.S.C. 305, whose payment for transportation services are subject to the transportation audit provisions of section 322 of the Transportation Act of 1940, as amended (31 U.S.C. 3726). Also included are Federal entities such as mixed ownership and wholly owned corporations, if they request coverage by these regulations and such coverage is permitted by GSA.

Commercial Bill of Lading (CBL) – The commercial transportation document used as a receipt of goods, evidence of title, and generally a contract of carriage.

Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R – This regulation establishes policy and procedures governing the movement of passengers, cargo, and personal property to, from and between the Continental United States (CONUS) and outside the Continental United States (OCONUS).

Government Bill of Lading (GBL) – OF 1103, the government transportation used as a receipt of goods, evidence of title, and generally a contract of carriage.

Postpayment Audit – Examination of agency transportation billing documents after payment to determine their validity, propriety, and conformity with tariffs, quotation, agreements or tenders with subsequent adjustments and actions to protect the interest of the agency.

Prepayment Audit – Examination of agency transportation billing documents before payment to determine their validity, propriety, and conformity with tariffs, quotation, agreements or tenders with subsequent adjustments and actions to protect the interest of the agency.

Privately Owned Personal Property Government Bill of Lading (PPGBL) – OF 1203, the agency transportation document used as a receipt of goods, evidence of title, and generally a contract of carriage. It is only available for the transportation of household goods, and use is mandatory for Department of Defense, but optional for other agencies.

Rate Authority – Charges for transportation services allowed under rates, fares, and charges published in tariffs, tenders and other equivalent arrangements including section 13712 of the Revised Interstate Commerce Act, as amended (49 U.S.C. 13712).

Supplemental Bill – A bill for services that the TSP submits to the agency for additional payment after reimbursement for the original bill. The need to submit a supplemental bill may occur due to an incorrect first bill or due to charges which were not included on the original bill.

Taxpayer Identification Number (TIN) – The number required by the Internal Revenue Service to be used by the TSP in reporting income tax or other returns. For a TSP, the TIN is an employer identification number.

Transportation Service Provider (TSP) – Service involving the physical movement of products, people, household goods, and any other objects (from one location to another) by a TSP for an agency.



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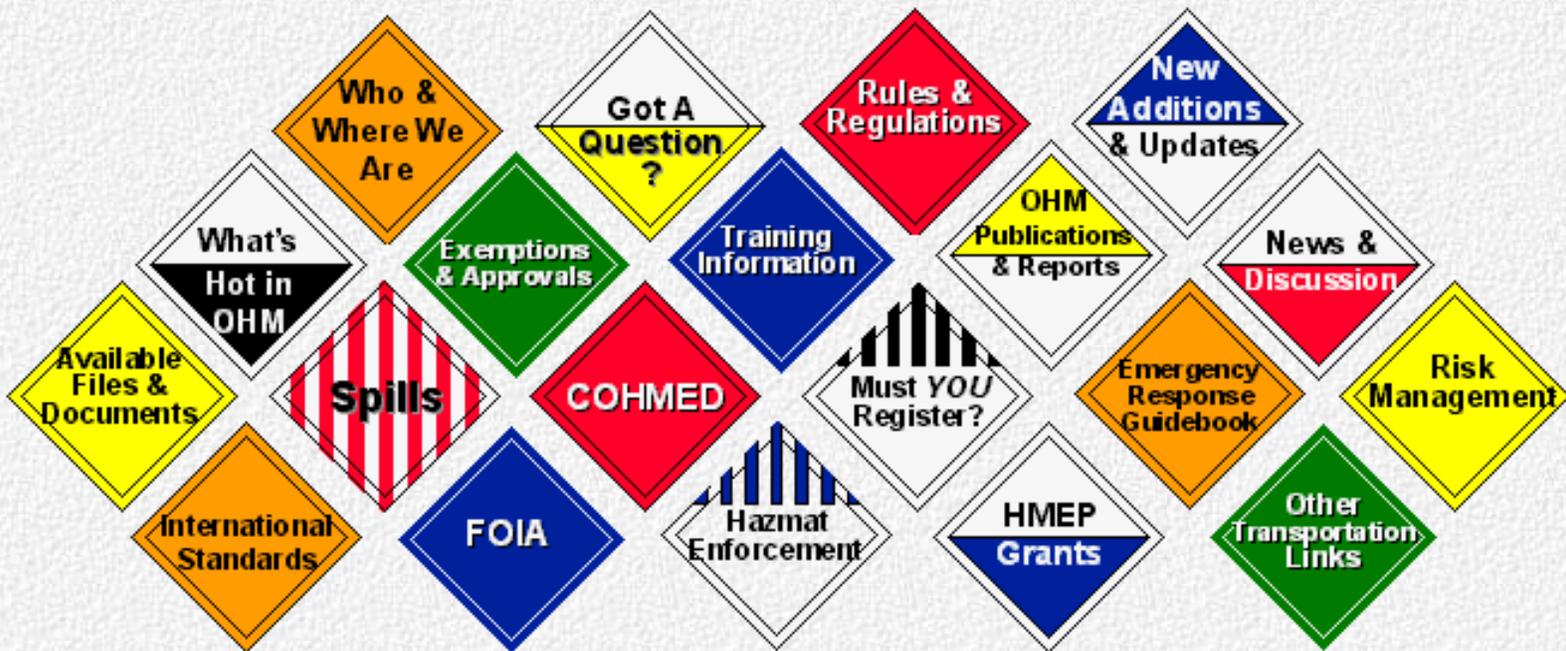


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(Date of last update: September 7, 2000)

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