

## ATTACHMENT G4

### COMMERCIAL BILL OF LADING (CBL) DATA REQUIREMENTS PREPARATION FORMAT

This attachment describes the CBL document required for input and payment in an electronic operating environment. These CBL requirements represent currently approved guidance and procedures. The guidance is provided by the block name on the CBL form. Each change is followed with an example.

#### A. INSTRUCTIONS FOR PREPARING A CBL

1. TRANSPORTATION COMPANY TENDERED TO BLOCK. The full name of the initial line-haul carrier will be shown. If there is insufficient space, abbreviations may be used.

Example: OVERNITE TRANSPORTATION COMPANY

2. SCAC BLOCK. The Standard Carrier Alpha Code (SCAC) of the line-haul carrier will be shown in this Block to correspond with the Transportation Company Tendered To block.

Example: OVNT

3. DATE B/L PREPARED BLOCK. This date represents the date in which the CBL was prepared. The Transportation Office (TO) assigns this date at the time of the CBL creation.

Example: 051123

4. ROUTE ORDER/RELEASE NUMBER BLOCK.

- a. The Route Order (RO) or Export Traffic Release (ETR) number will be shown.
- b. Enter the RO number if provided by Military Surface Deployment and Distribution Command (SDDC) Operations. The RO number is a ten position alpha/numeric string and is located on the hard copy DD Form 1085, Domestic Freight Routing Request and Order, [Figure G4-2](#), or the electronic shipment response for shipments moving under non-contract and non-negotiated rates. The RO number is located on the Tailored Transportation Contract (TTC) award letter for shipments moving under TTC rates and on the negotiated RO for shipments moving under negotiated rates.

5. DESTINATION BLOCK.

- a. Enter the Department of Defense Activity Address Code (DODAAC) or Commercial and Government Entity (CAGE) on the same line as the block title. The DODAAC will be six characters long. The CAGE will be six characters long; if only five characters, add a 0 or X at the end.

Examples:

CONUS: Name, address, and Zone Improvement Plan (ZIP) code W15LPQ  
OCONUS: Name, address, country and DODAAC

- b. For rail shipments, the name of military installation or name of industry will be shown. If there is insufficient space, abbreviations may be used.
- c. Enter the clear text address below the block description. Instructions contained in the automated Transportation Facilities Guide (TFG) (<https://eta-teams.transport.mil/teams/login>) according to the mode of transportation utilized, designate the city, town, or point, official post office state abbreviation, and ZIP code to be shown. For OCONUS, require DODAAC Type Address Code 2 (freight address). For consignees not listed in the TFG and when

precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from the TO or SDDC Operations. When there are two or more cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If there is insufficient space, abbreviations may be used.

6. SPLC (Dest) BLOCK. Look up the destination Standard Point Location Code (SPLC) in the Continental Directory of Standard Point Location Codes NMF-102. In this block enter the nine-digit SPLC for the point. When the Directory indicates a valid six-digit SPLC, add three zeros to the right of the SPLC to satisfy the nine-digit requirement. Arrangements to obtain a copy of the Directory may be made via <http://www.nmfta.org>. The SPLC Directory is limited to the North American continent.

Example: MOT Sunny Pt., NC 409469250

Example: Sunny Pt., NC 409469 would be entered as 409469000

7. SPLC (Orig) BLOCK. Look up the origin SPLC in the Continental Directory of Standard Point Location Codes NMF-102. Enter the nine-digit SPLC for the point in this block. When the Directory indicates a valid six-digit SPLC, add three zeros to the right of the SPLC to satisfy the nine-digit requirement. Arrangements to obtain a copy of the Directory may be made via <http://www.nmfta.org>. The SPLC Directory is limited to the North American continent.

Example: Crane AAA, IN 376123250

Example: Crane, IN, 376125 would be entered as 376125000

8. ORIGIN BLOCK.

- a. Enter the DODAAC or CAGE on the same line as the block title. The DODAAC will be six characters long. The CAGE will be six characters long; if only five characters, add a 0 or X at the end.

Example:

CONUS: Name, address, and ZIP code N67004

OCONUS: Name, address, country, and DODAAC

(Enter the clear text address below the block description)

- b. For rail shipments, the name of military installation or name of industry will be shown. If there is insufficient space, abbreviations may be used.
- c. Enter the clear text address below the block description. Instructions contained in the TFG (<https://eta.sddc.army.mil/ETASSOPortal/>), according to the mode of transportation utilized designate the city, town, or point, official post office state abbreviation, and ZIP code to be shown. For OCONUS, require DODAAC Type Address Code 2 (freight address). For consignees not listed in the TFG and when precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from the TO or SDDC Operations. When there are two or more cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If there is insufficient space, abbreviations may be used.

9. CONSIGNEE BLOCK.

- a. Enter the DODAAC or CAGE on the same line as the block title. The DODAAC will be six characters long. The CAGE will be six characters long; if only five characters, add a 0 or X at the end.

Example:

CONUS: Name, address, and ZIP code W15IPQ

OCONUS: Name, address, country and DODAAC

- b. Enter the clear text address below the block description. Instructions contained in the TFG, according to the mode of transportation utilized, designate the city, town, or point, official post office state abbreviation, and ZIP code to be shown. For OCONUS, require DODAAC Type Address Code 2 (freight address). For consignees not listed in the TFG and when precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from the TO or SDDC Operations. When there are two or more cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If there is insufficient space, abbreviations may be used.
- c. The destination or official title of consignee and the official name of the installation or activity will be shown in accordance with particular shipping instructions. When the consignee's post office address differs from the destination block, the address will be added in parentheses. Other information, such as government department or whether plant or warehouse delivery, will be shown. When a shipment is consigned for transshipment or final delivery to other than the consignee, the word "For" and additional information will be shown in the "Marks and Annotations" block. If there is insufficient space, abbreviations may be used.

10. BLOC (Cons) BLOCK. Enter the Bill of Lading Office Code (BLOC) assigned to the consignee block. If no BLOC is assigned to the consignee, enter "IOOI" (eye-o-o-eye). Refer to Chapter 206 of this Regulation for instructions on how to apply for a valid BLOC code.

Example: BKAH

11. SHIPPER BLOCK.

- a. Enter the DODAAC or CAGE on the same line as the block title. The DODAAC will be six characters long. The CAGE will be six characters long; if only five characters, add a 0 or X at the end.

Example:

CONUS: Name, address, and ZIP code W15IPQ

OCONUS: Name, address, country and DODAAC

- b. The name of the shipping establishment will be shown, except when a CBL is issued to a contractor or other authorized shipper to cover a shipment from another point. In such instances, the name of the actual shipper will be shown following the name of the agency in care of the contractor. If there is insufficient space, abbreviations may be used.
- c. Enter the clear text address below the block description. Instructions contained in the TFG, according to the mode of transportation utilized, designate the city, town, or point, official post office state abbreviation, and ZIP code to be shown. For OCONUS, require DODAAC Type Address Code 2 (freight address). For consignees not listed in the TFG and when precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from the TO or SDDC Operations. When there are two or more

cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If there is insufficient space, abbreviations may be used.

12. **APPROPRIATION CHARGEABLE BLOCK.** If a CBL is charged to a single appropriation, enter the appropriation number. If a CBL is charged to multiple appropriations, enter “SEE CONTINUATION SHEET” in the Appropriation Chargeable block. On the continuation sheet, list each unique appropriation number with each line item. The list will be clearly marked “APPROPRIATION CHARGEABLE BLOCK.” An appropriation may be substituted with a Movement Designator Code, Transportation Account Code (TAC), or Abbreviated TAC.

13. **BILL CHARGES TO BLOCK.** Show the official designation and address of the office responsible for payment of charges.

US Bank – Third Party Payment System  
1010 South 7th Street  
Minneapolis MN 55415

14. **VIA BLOCK.** (NOT USED)

15. **MARKS AND ANNOTATIONS BLOCK.**

- a. When required by regulation, directives, carrier’s tenders, or Federal or State regulations, the following additional information will be shown in this space. If any of the following information does not fit in this block, enter “SEE CONTINUATION SHEET” in Marks And Annotations block, and list the information on the continuation sheet. The list will be clearly marked “MARKS AND ANNOTATIONS BLOCK”.
- b. List accessorial and protective services in the Marks And Annotations block as shown in table format below. The service code must appear for all services ordered. The units, qualifier, additional information, and service description will be included.

Example:

<u>Service Code</u>	<u>Units</u>	<u>Qualifier</u>	<u>Information</u>	<u>Service Description</u>
RSS			35 mph	Restricted Speeds
CHN	5			Chains and Binders
MES	3	NV		Escort Flagman
	6	PR		
PUD	4	DR		Pickup/Delivery other than
	2			Normal Business hours

- c. Shipments for Other Than Billed Consignee or For Transshipment. Show the word “For” preceding the designation or name (full name or activity address code) of the ultimate receiver and destination. Enter all information, such as consignee number, shipment number, priority symbol, or requisition number.
- d. Transportation Priority (TP). When a shipment is subject to the Military Standard Requisitioning and Issue Procedures, the TP (1, 2, or 3) will be shown prefixed with the letters “TP”. The TP shown will be the Issue Priority Designator assigned to the shipment or the same Issue Priority Group. When the shipment consists of two or more items or shipment units, the TP to be shown will be for the block of shipment unit requiring the most expeditious service.
- e. Desired/Required Delivery Date (DDD/RDD). Enter either DDD or RDD. The purpose of a DDD is to indicate to the carrier that delivery is desired on the date specified, and to provide a means for evaluating carrier performance. However, the DDD alone neither constitutes a legal implication that delivery must be made on the date specified, nor implies that special

carrier services resulting in additional cost to the government will be performed or provided. Show only one DDD. Use the YearYearMonthMonthDayDay (YYMMDD) format. If expedited services are required, enter the RDD and the accessorial for expedited services. Show only one RDD. Use the YYMMDD format.

Example: DDD = 050603  
RDD = 050223

- f. Other Information. Other additional information or instructions to be shown (e.g., lighterage, refrigeration, icing, heaters, or similar requirements) when service is necessary.
- g. Narcotics. The export permit number issued by Bureau of Narcotics.
- h. Routing Instruction Notes (RIN). Enter all clear text RIN and their corresponding RIN numbers. The RIN number will precede, in parentheses, the clear text instruction of each note.

Example: (111) “Shipper to load and consignee to unload”

- i. Commercial Bill of Lading (CBL). Enter the CBL number.

Example: CBL123456

**NOTE:** For ammunition shipments, a CBL can be used in place of the REPSHIP as long as it contains lot numbers and ammunition condition code in the remarks section.

- 16. SHIPMENT DETAIL INFORMATION. Use blocks (labeled Packages (No, Kind), HM, Description of articles, and Weight) to describe three sets of information. Starting on the cover sheet of the CBL, first, enter Hazardous Material (HAZMAT) certification, second, enter shipment totals information, and finally, enter line item information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET. The information will be clearly marked with the block name.
- 17. HAZMAT INFORMATION SET. If conveying HAZMAT, the following set of information must appear at the beginning of each HM line item of the CBL. If not conveying HAZMAT, go to the Shipment Totals Information Set and begin entering that information on the cover sheet.
  - a. Packages (No, Kind). (NOT USED)
  - b. HM. The description for HAZMAT in Description of Articles Block will be preceded by an “X” or “RQ”.
    - (1) Description of Articles. HAZMAT subject to Department of Transportation regulations will be described in this Block. The description will be in accordance with regulations and directives governing the movement of HAZMAT on a CBL.
  - c. Weight. (NOT USED)
- 18. SHIPMENT TOTALS INFORMATION SET. (Blocks labeled Packages (No, Kind), HM, Description of articles, and Weight.) If conveying multiple line items. Calculate and enter this information on the cover sheet of the CBL after any HAZMAT information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.
  - a. Packages (No, Kind). (NOT USED)
  - b. HM. (NOT USED)

- c. Description of Articles. Identify categories for freight, pallet/skid/platform (rail only), net, tare, and gross weights when they apply to the shipment. Carry weights associated with these categories in Weight Block below.
- d. Weight. List the weights that correspond to the categories identified in Description of Articles Block above.

(1) Example 1.

<u>Description of Articles</u>	<u>Weight</u>
Freight =	9,700
Pallet =	50
Net =	9,750

19. LINE ITEM INFORMATION. Block labeled Packages (No, Kind), HM, Description of Articles, and Weight.) Describe each line item in the shipment. If there are stop-offs for the shipment, enter a stop-off address and immediately follow that address with all line items for that stop. When conveying only one line item with a CBL, total all weights of the line item (freight, example pallet/skid/platform (rail only)) and enter the result of that calculation on the cover sheet of the CBL, in place of the shipment totals information set described above.

- a. Packages (No, Kind). Show the number of packages or containers, kind of package (for example: barrels, boxes, or crates) in the spaces provided. When articles are shipped on strapped pallets, show the number of containers or loose items on each pallet (e.g., six pallets of 24 boxes each). Do not show the number of articles or inner containers in any box, barrel, crate, or other receptacle. Except for shipment of bulk freight (e.g., coal, gravel, scrap), show the number of pieces or units in this block when articles are shipped loose.

Example: 20 BX

- b. HM. When a line item consists of HAZMAT, the description in the Description of Articles Block will be preceded by an “X” in this block.
- c. Description of Articles.
  - (1) Line Item Description. Enter the proper freight description and classification item for each article, identified as to Standard Transportation Commodity Code (STCC) National Motor Freight Classification (NMFC), or DOD-unique. The STCC item number will be used to identify articles shipped by rail. The NMFC item number will be used to identify articles shipped by all other modes. DOD-unique classification will be used to identify articles shipped using a DOD-unique commodity code. When a shipment consists of only one commodity, even when multiple listings of the same STCC, NMFC, or DOD-unique are shown, the freight classification number will be shown in the “Classification Item No.” block. Otherwise, the “Classification Item No.” will not be utilized. In addition, enter the Transportation Control Number (TCN) for each line item following this Regulation format. Enter the project code for each TCN. The CBL must have a complete and detailed description of package contents for clearance by customs officials in the destination country. Shippers must not describe cargo on the CBL using: Not Otherwise Specified “NOS”, Said To Contain “STC”, Freight All Kinds “FAK”, Consolidated Cargo, General Merchandise, or No Description “Blank”. Generic descriptions such as “aircraft part” or “electronic part” may result in delays in the customs clearance process and should not be used. The best available nomenclature based on National Stock Number and other data presented by the supply activity will be used.



- (2) Cube, Density, and Dimensions. When a carrier's tender rates are dependent on the cube, density, dimension, or type of material, such information will be shown.
- (3) Freight All Kinds (FAK). When it is determined that a FAK rate is advantageous to the Government, enter the term "Freight All Kinds". FAK commodity codes must not be used for export shipments. Supporting documents will be retained by the issuing office.
- (4) Continuation Sheets. Use continuation sheets whenever the designated space of the basic CBL set is insufficient to list the articles constituting the entire shipment and other required information as prescribed above. Reserve sufficient space on the CBL to show the total number of continuation sheets used, the total weight shown thereon, the total number of units of equipment, and the total weight of the entire shipment. Also show the total weight of pallets and dunnage (rail only).
- (5) Weight. Enter four types of measurement data in this block.
  - (a) Listing Estimated Weights. When a reliable weight cannot be determined before shipment, an "Estimated" weight will be shown. In this case, the CBL will show "Estimated weight; weigh and correct".
  - (b) Listing Weights on CBLs. Opposite the description of articles and number of packages, there will be shown separately the aggregate weight in pounds of the total number of each different kind of loose piece, package, or container of the different kinds of articles. Do not enter the word "pounds" or any abbreviation or symbol for pounds. Make reference to minimum weights only when specified in ROs or ETRs. When more than one weight is indicated in this block, show the sum of all weights identified by the word "total".
  - (c) Listing Weight of Pallets, Platforms, Skids, and Dunnage (rail only). Many tenders make certain allowances for the transportation of pallets, platforms, skids, and dunnage used in connection with the movement of a shipment. However, to be accorded these allowances, it is necessary that the weight of these items be shown on the CBL separately from the weight of the freight being shipped, and also separately from the weight of any dunnage or other similar material.
- (6) Cubic Measurement. Always round this measurement up to the nearest whole number.
  - (a) Shipments Consigned to Seaports. When shipments are to be loaded on vessels or consigned to ports for later movement by water, the total measurement of the shipment in cubic feet will be shown on the CBL. When a shipment is made up of a number of items, the cubic measurement for each item, or group of items, and the total cube measurement of all items will be shown. If the number of items in the shipment is insufficient to require continuation sheets, the total cube measurement of all items will be shown in the lower right hand portion of the "Description of Articles" block of the CBL.
  - (b) Shipment by Motor Carrier. In addition to the provision above, when a motor carrier forwards shipments and transportation charges are based on cubic measurement or density per cubic foot, show the total measurement in cubic feet of the material loaded in or on the vehicle on the CBL. When a shipment is made up of a number of items, the cubic measurement for each item or group of items, and the total number of cubic feet will be shown.
  - (c) Shipments by Air. When shipments are forwarded by air freight or air freight forwarder, show the aggregate cubic measurement and, in addition, list the weight and cubic measurement of each piece or package separately in the "Description of

Articles” block. For the purpose of determining cubic measurements, the greatest dimension of length, width, and height will be used.

- (d) Shipment by Rail. When a car of greater length than ordered is loaded to capacity with a commodity subject to the STCC and the actual weight does not meet or exceed the minimum weight provided for the car furnished, check the block “Vehicle Fully Loaded” and show the cubic dimension in the “Description of Articles” block on the CBL.

## 20. TARIFF/SPECIAL RATE AUTHORITY BLOCK

- a. Special Rate Authorities. When any shipment, regardless of quantity, is subject to a special rate tender or other special arrangement for free, special, or contract rates, an identifying reference to the tender or contract will be shown on the original and all copies of the BL. When more than one identifying reference is included on the tender or contract, the first listed identifying reference will be shown. Such information will be annotated in the space marked “Tariff/Special Rate Authority” (C/L, T/L, or Volume only). The tender will be identified by entering the SCAC assigned by the SCAC directory for the authority issuing the tender, followed by the tender number including the supplement number. The SCAC and tender number must be the same as the origin carrier in the SCAC block.
- b. Format. Separate the SCAC and tender number with space.

Example: CFWY 600250

## 21. PICKUP SERVICE FURNISHED BLOCK.

- a. Except as provided below, when pickup service is furnished by the carrier, the Block will be checked for all modes of transportation and initialed by any authorized person having knowledge of the facts. EXCEPTION: For rail or piggyback shipments, this Block will be checked only when the carrier furnishes a highway vehicle for movement of the shipment from the shipping activity to carrier’s terminal.
- b. Required Endorsement. When required pickup service (including multiple pickup) for which a tender or tender charge applies is performed by the carrier at the request of the shipper, place the following additional endorsement on the CBL:

Pickup Service was Requested of and Performed by \_\_\_\_\_  
(Carrier’s Initial)

\_\_\_\_\_, \_\_\_\_\_  
(Number) (Stop(s) Made In Accompanying Pickup)

\_\_\_\_\_  
(Name of Person Ordering Service)

This endorsement will be shown in the “Marks and Annotations” block on the CBL and must be signed by or for the person ordering the pickup service. If additional space is needed, print “SEE CONTINUATION SHEET” and enter this information on the continuation sheet, clearly labeled with the block name.

- c. Vehicle Fully Loaded. When a shipper loads a car or truck to its full visible capacity or to its weight carrying capacity, this block will be checked and initialed by any authorized person having knowledge of the facts. When this situation arises and multiple cars or trucks are used, the statement “Loaded to Capacity” and the dimensions or cubic measurement of the loaded space of each car or vehicle will be shown in the “Description of Articles” block.



22. CARRIER WAY/FREIGHT BILL NO. AND DATE BLOCK. If available enter the carrier waybill or freight bill number.

Example: 22605

23. STOP THIS SHIPMENT AT-STOP-OFF TO COMPLETE LOADING BLOCK. Enter the stop-off sequence number, stop-off reason code, and the nine-digit SPLC for each address. If the stop-off information does not fit in this block, enter “SEE CONTINUATION SHEET” in this block, and list the stop-off sequence, stop reason, SPLC, and code on the CONTINUATION SHEET. Clearly mark the information with “STOP-OFFS” block. The stop-off reason code can be UL for unload or LD for load. See Line Item Information, for an explanation of line item and stop-offs. Continuation sheet can be used to include “in the clear” addresses for each stop-off.

Example: 1 UL 147225090

24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS BLOCK.

- a. Initial and No. When other than a rail car, motor vehicle, or container is used, cross out the words “Car/Truckload/Container” shown in the printed space on the CBL and substitute the term, such as “plane” or “barge” to fit the mode of transportation. When initials and numbers do not identify carrier equipment, show the word “NONE”.
- b. More Than One Unit of Equipment. Data will be shown separately for each unit of equipment. When so identified, show the initials and number of each unit of equipment preceding such data in “Description of Articles” block.
- c. Planeload Shipments. On planeload shipments show the aircraft initial and number.
- d. Container Shipments. On container shipments also show the seal numbers applied to the container(s).
- e. Seal Numbers. Show the ownership and numbers of seals applied by carriers or shippers to carrier equipment. When more than one transportation unit is covered by the CBL, indicate the identity of seals applied to each unit and the equipment breakout. If seals are applied to carrier equipment for the primary purpose of denying access to the shipment for security or other special reasons, annotate the CBL in the Marks And Annotations Block: “DO NOT BREAK SEALS EXCEPT IN CASE OF EMERGENCY OR UPON APPROVAL OF THE CONSIGNOR OR CONSIGNEE. IF FOUND BROKEN, OR IF BROKEN FOR EMERGENCY REASONS, CARRIER TO APPLY SEALS AS SOON AS POSSIBLE AND IMMEDIATELY NOTIFY BOTH THE CONSIGNOR AND CONSIGNEE”.
- f. Length/Cube.
  - (1) For “TYPE OF EQUIPMENT ORDERED,” enter the three-digit equipment code. This must be accompanied by either length or cube capacity of the equipment. (Example: Line 1 = AV3, Line 2 = 53’) If the shipment involves more than one piece of equipment, enter “SEE CONTINUATION SHEET” in Furnish Information on Car/Truckload/Container Shipments block and list the equipment information on the continuation sheet.
  - (2) For “TYPE OF EQUIPMENT FURNISHED,” enter the three-digit equipment code. This must be accompanied by either length or cube capacity of the equipment. (Example: Line 1 = AV3, Line 2 = 53’) If the shipment involves more than one piece of equipment, enter “SEE CONTINUATION SHEET” in Furnish Information on Car/Truckload/Container Shipments block and list the equipment information on the continuation sheet. Clearly label the information with Furnish Information on Car/Truckload/Container Shipments block.

Example:

<u>Initials &amp; Nos.</u>	<u>Seal Numbers</u>	<u>Length/Cube Ordered</u>	<u>Furnished</u>	<u>Marked/Capacity Ordered</u>	<u>Furnished</u>	<u>Date Furnished</u>
CSXT	124688	KF1	KF2			050910
	159864	60'	89'	123,000	155,000	

(3) Marked Capacity. When a rail car is ordered and furnished, the capacity ordered and furnished will be shown in the block provided. When a motor vehicle or barge is ordered, these blocks will be completed only when the equipment of a specific capacity is ordered.

(4) Date Furnished. Enter the date the rail car, motor vehicle, aircraft, container, or barge was furnished. Use the YYMMDD format.

25. CARRIER'S PICKUP DATE BLOCK. Show year, month, and day carrier accepted the shipment. This date serves as the basis for determining when carrier's responsibility for the shipment begins. Use the YYMMDD format.

Example: 050604

26. SIGNATURE OF AGENT BLOCK. Consignor will assure the individual who accepts the shipment for the linehaul carriers (e.g., whether the individual be a designated agent or truck driver.) manually signs the CBL in the space marked "Signature of Agent", upon acceptance of the shipment.

27. PER BLOCK. If his/her authorized representative signs the agent's name, the initials of the representative must appear under the heading "PER".

28. MODE BLOCK. Enter the transportation mode code.

Example: B

29. ESTIMATE BLOCK. Enter the estimated transportation charges, rounded to the nearest dollar, for all shipments. This is a required field.

30. NO. OF CARLOADS/TRUCKLOADS BLOCK. The total number of units of equipment used will be shown. When only one unit of equipment is used, the number "1" will be shown.

31. TYPE RATE BLOCK. OPTIONAL.

32. PSC BLOCK. Enter the highest Protective Service Code (PSC) in this block. Shipments requiring transportation protective services during transit must show the X12 transportation PSC.

33. REASON BLOCK. (NOT USED)

34. ISSUING OFFICE BLOCK. The official name and address of the installation or activity at which the CBL is issued will be shown. When continuation sheets are used, show the name and location of the issuing office in the space provided for "Department or Establishment and Bureau or Service" and "Location". If there is insufficient space, abbreviations may be used.

35. BLOC BLOCK. The official BLOC of the installation or activity at which the CBL is issued will be shown in this block.

Example: AGSK

36. ISSUING OFFICER BLOCK. The name and title of the issuing TO will be shown.

37. CONTRACT/PURCHASE ORDER NO BLOCK. When a contract, purchase order, or other procuring document covers a shipment, enter the number of this document in this space.

38. DATED BLOCK. Show year, month, and day the contract, purchase order, or other authority must be shown. Use YYMMDD format.
39. F.O.B. POINT NAMED IN CONTRACT BLOCK. When the terms of the contract provide that transportation is at Government expense from a specified free on board point, such point and SPLC will be shown.

The following blocks are to be completed by delivering carrier.

DELIVERED ON DATE  
AT (Actual delivery point)  
BY (Name of the delivering Carrier)  
DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER  
EXCEPT AS MAY BE INDICATED STORAGE DAMAGED  
CARRIER OS&D REPORT ATTACHED  
DELIVERY AT DESTINATION FURNISHED  
ACCESSORIAL SERVICES CERTIFICATION ATTACHED  
NAME OF BILLING CARRIER  
SIGNATURE OF AGENT

## **B. INSTRUCTIONS FOR CORRECTION NOTICE TO CBLs**

1. When a shipment has been picked up by the carrier and an alteration or correction is required to the documentation, the destination TO (or designee) will forward by e-mail or fax to the issuing TO the required correction to be incorporated prior to payment. Confirm the issuing TO has received the correction notice and annotated its records. Corrections that affect transportation charges or the actual freight charge can be made in the Third Party Payment System (TPPS) prior to carrier payment. If carrier is paid, a correction notice cannot be done. An eBill must be done in TPPS.
2. The correction notice will include no less than the following:
  - a. CBL NUMBER. Identify the prefix, serial number, and suffix of the CBL being corrected. Limit correction notice to one CBL at a time.
  - b. DATE CBL WAS ISSUED. Identify the issue date shown on the CBL being corrected in the generated format.
3. Identify in the correction notice when an alteration is required:
  - a. TOTAL WEIGHT SHOWN ON CBL. Enter total weight shown on CBL. This total will include the weight of the pallets, skids, and dunnage.
  - b. ORIGIN. Enter name of shipping point shown on CBL. This will be the point at which the origin transportation company actually took possession of the shipment.
  - c. DESTINATION. Enter destination information shown in the CBL.
  - d. ISSUING OFFICE. Enter name of the activity issuing CBL. Enter the BLOC.
  - e. TO. Enter name and address (including ZIP code) of activity to which the correction notice is to be sent.
  - f. PAYMENT DATA. Self-explanatory.
  - g. FROM. Enter name and address (including ZIP code) of activity issuing the correction notice.
  - h. BILL OF LADING NOW READS.

4. Enter information from the CBL, which is to be corrected. If correction notice is issued to include information omitted from the CBL, enter the words “Information Omitted” in this block.
5. If there is a change in the “ESTIMATE” charges block for a TTC CBL, enter the original charge.

Example: ESTIMATE BLOCK READS: {charge}  
CORRECT BILL OF LADING TO READ.

6. Enter information to be shown on the corrected CBL.
7. If a diversion/reconsignment applies, enter the locations here.

Example:

DIVERSION/RECONSIGNMENT:  
Diversion/Reconsignment from SPLC = {nine-digit SPLC}  
Diversion/Reconsignment to SPLC = {nine-digit SPLC}  
Accessorial code ‘RC’ applies.

8. If there is a change in the “ESTIMATE” charges for a TTC CBL, enter the adjusted charge.

Example: ESTIMATE BLOCK SHOULD READ: {adjusted charge}

- a. AUTHORITY FOR CORRECTION. Enter any information that justifies the correction. This may be the tender or classification item number, regulatory reference. In the absence of specific authority, enter one or more of the paragraph numbers in this section.
  - b. REMARKS. Include TENDERED TO CARRIER SCAC from the original CBL.
9. When a DD Form 361, Transportation Discrepancy Report, [Figure G4-1](#), has been issued against the CBL being corrected, enter File Reference Number of the DD Form 361.
  10. This Block may also be used for other remarks.
    - a. INFORMATION COPY. Enter name and address (including ZIP code) of all recipients of this correction notice, excluding addressee shown in the block titled “TO” and the issuing activity shown in block titled “FROM”.
    - b. SIGNATURE AND TITLE OF INITIATING OFFICIAL. Self-explanatory.
    - c. CARRIER REPRESENTATIVE’S SIGNATURE. Self-explanatory.

<b>TRANSPORTATION DISCREPANCY REPORT (TDR)</b>		1. DATE 7269		2. REPORT NUMBER SW3120-07-0034		OMB No. 0702-0124 OMB approval expires Feb 28, 2009	
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The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services Directorate (0702-0124). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO:  
SDDC, ATTN: MTDC-OPCL, 661 SHEPPARD PLACE, FORT EUSTIS, VA 23604.**

<b>PART I</b>	
<input type="checkbox"/> REQUEST FOR INFORMATION (RFI)	<input checked="" type="checkbox"/> MISCELLANEOUS PROBLEMS
<input type="checkbox"/> ASTRAY FREIGHT	

3. TO Defense Distribution Region West Def Distribution Depot Red River Receiving Bldg 595, Texarkana TX 75507-5000				4. REPORTING ACTIVITY Def Dist Depot Anniston Transportation Officer, Bldg 362 Central Receiving, Anniston AL 36201-4199			
5. CONSIGNOR (Origin) Defense Distribution Region West Def Distribution Depot Red River Receiving Bldg 595, Texarkana TX 75507				6. CONSIGNEE (Destination) Same as Block 4			
7. SHIPPER Same as Block 5				8. CARRIER'S NAME (SCAC) Federal Express Corp			
9. CARRIER'S PRO/FREIGHT BILL NO. 708522949482				10. BILL OF LADING NO./TYPE TC W31G1Y70091065BBX			
11. MODE CODE I	12. DATE CARRIER SIGNED FOR SHIPMENT 7011	13. DATE CONSIGNEE RECEIVED SHIPMENT 7120	14. DATE DISCREPANCY DISCOVERED 7120	15. DATE CARRIER NOTIFIED 7120	16. CARRIER REPRESENTATIVE CONTACTED TELEPHONE NO.		

17. SEAL NUMBERS AND CONDITION <input type="checkbox"/> INTACT <input type="checkbox"/> BROKEN/MISSING (Include details)									
---	--	--	--	--	--	--	--	--	--

TRANSPORTATION CONTROL NO. 18	COMMODITY DESCRIPTION AND/OR NATIONAL STOCK NO. (NSN) 19	TYPE OF PACK 20	QUANTITY DISCREPANT (Pieces) 21	TYPE AND CAUSE CODE 22	ISSUE DATA				VALUE OR COST OF REPAIRS 27
					UNIT OF ISSUE 23	UNITS BILLED/SHIPPED 24	UNITS 25	WEIGHT 26	
W31G1Y70091065BBX	061300 Circuit Breakers or Switches, NOI, see Notes, items 61301, 61302 2590000830266	BX	10	XX	EA	10	10	45	

28. REMARKS (See preparation instructions of covering regulation for suggested information)  
Total non-receipt of shipment.

29a. NAME OF PREPARER (Type or print) Linda Brown		29b. EMAIL ADDRESS linda.b.brown@dla.mil	
29c. TELEPHONE NO. (256) 235-7432	29d. FACSIMILE NUMBER (256) 235-7738		

30. REPLY  
FEDEX is showing that the material was delivered to: 7 frankfork ave bldg 513, on Jan 12, 2007. It was signed for by some one with the following initials: W. Gibson. I will fax a copy of the proof of delivery.

31a. NAME OF RESPONDENT (Type or print) Charles Lowery		31b. TELEPHONE NO. (903) 334-4246	
31c. EMAIL ADDRESS charles.lowery@dla.mil	31d. FACSIMILE NUMBER (903) 334-3620		31e. DATE 7269

DD FORM 361, JUN 2006

REPLACES STANDARD FORM 361 (3-84) WHICH IS OBSOLETE.

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**Figure G4-1. DD Form 361, Transportation Discrepancy Report (TDR),  
(Source Document for Claims)**

PART II - (FOR CLAIMS PURPOSES)	
32. TO:	
33. EXCEPTION NOTED ON CARRIER'S DELIVERY RECEIPT? (If "NO," explain in Remarks)	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
34. INSPECTION DATA <input type="checkbox"/> CARRIER INSPECTED <small>(Report attached)</small>  <input type="checkbox"/> ORAL WAIVER (Provide name, title, and date in Remarks)	35. DISPOSITION DATA <input type="checkbox"/> INSPECTION WAIVED <small>(Waiver attached)</small>  <input type="checkbox"/> REJECTED <small>(Receipt attached)</small>  <input type="checkbox"/> REPAIRED AT GOVERNMENT EXPENSE (Bill attached)  <input type="checkbox"/> GOVERNMENT INSPECTED <small>(Report attached)</small>  <input type="checkbox"/> OTHER (Explain in Remarks)
36. REMARKS (See preparation instructions of covering regulation for suggested information)	
37. ATTACHMENTS	
<input type="checkbox"/> CY BOL <input type="checkbox"/> CY CARRIER'S TENDER <input type="checkbox"/> CY CARRIER'S DELIVERY RECEIPT <input type="checkbox"/> PHOTOGRAPH <input type="checkbox"/> CARRIER'S INSPECTION REPORT	<input type="checkbox"/> DD FORM 1348-1 <input type="checkbox"/> CY DD FORM 250 <input type="checkbox"/> ACTUAL REPAIR COST COMMODITY <input type="checkbox"/> OTHER _____ <input type="checkbox"/> OTHER _____
38. ACCOUNTING CLASSIFICATION	
DD FORM 361 (BACK), JUN 2006	

**Figure G4-1. DD Form 361, Transportation Discrepancy Report (TDR),  
(Source Document for Claims) (Cont'd)**



DOMESTIC FREIGHT ROUTING REQUEST AND ORDER					
(All items must be completed or otherwise explained. See Instructions on back of this page.)					
TO (Name, Address and ZIP Code of Routing Authority)			1. REQUESTING AGENCY IDENTIFICATION NUMBER		2. DATE OF REQUEST (YYYYMMDD)
			3. DATE SHIPMENT AVAILABLE FOR LOADING		4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE
FROM (Name, Address and ZIP Code of Requesting Agency)			5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE		
			6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMENCLATURE AS SHOWN IN STANDARD TRANSPORTATION COMMODITY CODE AND/OR NMFC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES		
7. EQUIPMENT		NUMBER	SIZE	TYPE	8. GROSS WEIGHT
a. CARS					9. TOTAL NUMBER OF CUBIC FEET
b. TRUCKS					
c. BARGES					
d. CONTAINERS					
10. CONSIGNOR (Show actual shipper)					
11. CONSIGNEE(S) (Name and Address)			12. ORIGIN (Show actual shipping point)		
			13. DESTINATION (Show actual point of delivery)		
14. RAIL CARRIER SERVING			c. PRIVATE SIDING		d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY
			YES	NO	
a. CONSIGNOR					
b. CONSIGNEE					
15. DISABILITY COSTS AVAILABLE (DTR 4500.9-R, Part II, Definitions)					
NO		YES (If "YES," furnish in "Remarks" below.)			
16. REMARKS (Include any other pertinent information which would affect aggregate delivered costs or selection of carrier or mode.)					
17. TYPED NAME AND TITLE OF REQUESTOR			18. OFFICE PHONE AND EXTENSION		19. SIGNATURE
1ST ENDORSEMENT (Valid for 30 days unless otherwise indicated)					
20. TO:			21. DATE OF RESPONSE (YYYYMMDD)		22. ROUTE ORDER NUMBER (Must be shown on each BILL OF LADING)
23. ROUTES AUTHORIZED FOR SHIPMENT(S)					
24. APPLICABLE RATE INFORMATION			25. REMARKS		
RATE(S) (Cents per 100 lbs.) a.	MINIMUM WEIGHT (Pounds) b.	TARIFF OR OTHER AUTHORITY c.			
			26. NAME, TITLE, EMAIL AND PHONE NUMBER OF ISSUING OFFICER (Please type)		
			27. SIGNATURE OF ISSUING OFFICER		

DD FORM 1085, NOV 2007

PREVIOUS EDITION IS OBSOLETE.

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Figure G4-2. DD Form 1085, Domestic Freight Routing Request and Order

INSTRUCTIONS	
<p>This form is to be executed and distributed in accordance with instructions in the Defense Transportation Regulation, Part II, when it is necessary to obtain routings for shipments from SDDC routing offices.</p>	
<p><b>1. REQUESTING AGENCY IDENTIFICATION NUMBER.</b> Enter number(s), letter(s), or any combination thereof as required.</p> <p><b>2. DATE OF REQUEST.</b> Enter date of request.</p> <p><b>3. DATE SHIPMENT AVAILABLE FOR LOADING.</b> Enter date shipment available for loading.</p> <p><b>4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE.</b> Enter the Transportation Priority (TP) (1, 2, or 3, as applicable) and the Required Delivery Date at destination.</p> <p><b>5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE.</b> Enter exact location where freight is to be accepted by the consignee. (For example, F.O.B. car or other carriers' equipment; shipside, warehouse, or other place of rest and location.) Enter the contract expiration date, if known.</p> <p><b>6.</b> For shipments made up of chiefly a single commodity, the National Stock Number (NSN), the military nomenclature (Supply Catalog Description) and the carrier's classification item number intended to be used will be furnished, using Standard Transportation Commodity Code wherever possible for such information.</p> <p>When a numbered item in the rail or motor classification includes sub-descriptions with a different rating for the item to be shipped, additional identifying information will be shown; such as "SU", "KD", "Loose", "FF", "NSTD", "NOTSTD", "WHEELS-ON-OR-OFF", etc., with the total weight applicable to each rating.</p> <p>If a description different from that provided in carriers' classification is intended to be used (For example, when a different description is given.), it will be furnished in full, including reason and reference to source.</p> <p>In the case of shipment(s) consisting of numerous items, each being of considerable weight, the description will be limited to carriers' classification item number only, observing the requirements above with respect to sub-descriptions and grouping of articles taking the same item numbers or sub-description.</p> <p>Items in shipments weighing less than 500 pounds which cannot be grouped by classification item number need not be listed, but reference thereto will be made by using the letters RS or L. (RS or L - and other articles rated the same or lower.)</p> <p>The separate weight of items or groups of articles under a single listing will be shown therewith.</p> <p>Whenever a large volume to be shipped involves both straight and mixed carloads or truckloads, indicate hereunder those commodities which will be shipped in mixed carload or truckload lots and those which will be shipped in straight carloads or truckloads. The modified commodity descriptions prescribed will not be construed as authority to depart from the requirement for properly describing shipments on Bills of Lading.</p>	<p><b>7.</b> Enter the exact number of carloads, truckloads, barges, or containers required, including the size and type. When the exact number cannot be computed, an estimate based on the heaviest practicable loading of carrier's equipment will be entered.</p> <p><b>8. GROSS WEIGHT.</b> Enter gross weight of shipment(s). (See Item 16.)</p> <p><b>9. TOTAL NUMBER OF CUBIC FEET.</b> Enter total number of cubic feet. When actual figures are not available, a reasonable accurate estimate will be furnished and marked "EST". (See Item 16.)</p> <p><b>10. CONSIGNOR.</b> Enter name of actual shipper.</p> <p><b>11. CONSIGNEE(S).</b> Enter correct name and mail address of consignee.</p> <p><b>12. ORIGIN.</b> Enter carriers' name of station from which freight will be forwarded.</p> <p><b>13. DESTINATION.</b> Enter destination station to which shipments will be billed by carrier. (Also local point of delivery, if known.)</p> <p><b>14. RAIL CARRIER SERVING.</b> a. Enter initials or name of rail carriers serving consignor's facilities, if known. (See appropriate "Transportation Facilities Guide".) At installations where various buildings are served by different carriers, the building in which the property is stored will be indicated as well as carriers actually serving such buildings.</p> <p>b. Enter initials or name of carriers serving consignee's facilities, if known. At installations where various buildings are served by different carriers, the building to which the property is to be delivered, as well as carrier(s) actually serving such building, will be indicated.</p> <p>c. Indicate if private siding available.</p> <p>d. Indicate location, such as team-track, carrier's initials, and name of town.</p> <p><b>15. DISABILITY COSTS AVAILABLE.</b> Costs other than transportation linehaul and accessorial charges that are considered as part of aggregate cost of a shipment for purposes of mode and carrier selection.</p> <p><b>16 - 23.</b> Self-explanatory.</p> <p><b>24.</b> Articles of unusual weight or size presenting problems of transportability or hazards in transit by any means of transportation necessitate the furnishing of accurate information as to each dimension (length, width, height), and actual or reasonable accurate estimate of weight which will be shown in this space.</p> <p>In general, such information will be furnished for each article in shipment exceeding 8 feet in height or width. If movement is requested via mode of transportation involving a higher cost than by other means of transportation, justification therefore should be included in a statement in this item.</p> <p>When information is available relative to a previous rate quotation, the rate, route, date, number and source will be shown.</p> <p><b>25-27.</b> Self-explanatory.</p>

DD FORM 1085 (BACK), NOV 2007

Figure G4-2. DD Form 1085, Domestic Freight Routing Request and Order (Cont'd)