



**U.S. Government**

# **Freight Transportation Handbook**



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# Table of Contents

<b>FOREWARD .....</b>	<b>3</b>
<b>INTRODUCTION .....</b>	<b>4</b>
TRANSPORTATION REQUIREMENTS.....	4
AGENCY REQUIREMENTS .....	5
GENERAL SERVICES ADMINISTRATION REQUIREMENTS/AGENCY REVIEW ASSISTANCE PROGRAM .....	7
EXEMPTIONS FROM PREPAY AUDIT REQUIREMENTS .....	8
<b>CHAPTER 1 THE TRANSPORTATION DOCUMENT .....</b>	<b>9</b>
TYPES OF BILLS OF LADING USED BY THE U.S. GOVERNMENT.....	9
CONTROL AND ACCOUNTABILITY .....	9
PROHIBITIONS.....	9
WHERE TO GET HELP.....	9
<b>CHAPTER 2 BILL OF LADING.....</b>	<b>10</b>
PREPARING THE BILL OF LADING (BOL) .....	10
LOST BILL OF LADING (BOL).....	12
GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS .....	13
INSTRUCTIONS TO CONSIGNEE.....	13
TSP RECEIPT OF SHIPMENT AND CERTIFICATION OF DELIVERY PROCEDURES .....	14
<b>CHAPTER 3 U.S. GOVERNMENT BILL OF LADING – INTERNATIONAL AND DOMESTIC OVERSEAS SHIPMENTS .....</b>	<b>15</b>
COMPLETING THE U.S. GOVERNMENT BILL OF LADING.....	15
<b>CHAPTER 4 U.S. GOVERNMENT BILL OF LADING – PRIVATELY OWNED PERSONAL PROPERTY AND ELECTRONIC BILLS OF LADING .....</b>	<b>32</b>
U.S. GOVERNMENT BILL OF LADING – PRIVATELY OWNED PERSONAL PROPERTY.....	32
<b>CHAPTER 5 U.S. GOVERNMENT BILL OF LADING – CONTINUATION SHEET .....</b>	<b>33</b>
<b>CHAPTER 6 OBTAINING AND CREATING BILL OF LADING NUMBERS .....</b>	<b>34</b>
<b>CHAPTER 7 DISPOSING OF SPOILED, CANCELLED, UNUSED, OR OBSOLETE GOVERNMENT BILLS OF LADING .....</b>	<b>35</b>
INSTRUCTIONS FOR ACCOUNTABLE OFFICES.....	35
<b>CHAPTER 8 ALTERING OR CORRECTING THE BILL OF LADING .....</b>	<b>36</b>
<b>CHAPTER 9 SUBSTITUTE DOCUMENTATION IN LIEU OF LOST GOVERNMENT BILL OF LADING.....</b>	<b>37</b>
BILLING WHEN GBLs ARE LOST OR DESTROYED.....	37
PROCESSING A GBL THAT WAS REPORTED LOST BUT HAS BEEN RECOVERED.....	38
<b>CHAPTER 10 TERMS AND CONDITIONS.....</b>	<b>39</b>
<b>CHAPTER 11 USE OF U.S. FLAG TRANSPORTATION SERVICE PROVIDERS.....</b>	<b>40</b>
<b>CHAPTER 12 EXCLUSIVE USE OF VEHICLE .....</b>	<b>42</b>

<b>CHAPTER 13</b>	<b>RECONSIGNMENT AND DIVERSION .....</b>	<b>43</b>
<b>CHAPTER 14</b>	<b>TRANSPORTATION SERVICE PROVIDER (TSP) BILLING PROCEDURES AND INSTRUCTIONS FOR COMPLETING PUBLIC VOUCHER FOR TRANSPORTATION CHARGES.....</b>	<b>44</b>
	COMPLETING THE PUBLIC VOUCHER FOR TRANSPORTATION CHARGES.....	45
	INSTRUCTIONS FOR TSPs .....	47
	INSTRUCTIONS FOR AGENCIES.....	48
	<i>Supplemental Billings</i> .....	49
<b>CHAPTER 15</b>	<b>AGENCY PAYMENT AND SUBMISSION OF TRANSPORTATION BILLS FOR AUDIT .....</b>	<b>50</b>
	REQUIRED AGENCY PREPAYMENT AUDIT PROGRAM.....	50
	<i>Submitting Your Agency Prepayment Audit Program To GSA</i> .....	50
	<i>Submission of Paid Transportation Bills for Postpayment Audit</i> .....	52
<b>CHAPTER 16</b>	<b>DAMAGE CLAIMS .....</b>	<b>55</b>
<b>APPENDIX A:</b>	<b>GLOSSARY OF TERMS.....</b>	<b>56</b>
<b>APPENDIX B:</b>	<b>ACRONYMS .....</b>	<b>58</b>

## **FOREWARD**

The General Services Administration (GSA) prescribes regulations governing the use of the bill of lading (BOL), including the United States Government bill of lading and commercial bills of lading, both paper and electronic as referenced in the Code of Federal Regulations (CFR) at 41 CFR Parts 102-117 and 102-118.

This handbook is developed to assist administrative and fiscal personnel who prepare and process bills of lading and employees directly involved in supply and distribution activities. Careful application of the principles and instructions in this handbook is designed to improve efficiency in the shipping and receiving operations for the Government, in improved transportation service provider (TSP) services, and in conservation of transportation funds. Those who are directly involved in managing and arranging freight and household goods shipments should also reference 41 CFR Part 102-117.

This guide is available to Government agencies and TSPs. This handbook is available in the Handbook and Regulations" section at <http://www.gsa.gov/transaudits>.

## INTRODUCTION

### Transportation Requirements

Agencies and transportation service providers (TSPs) must comply with 31 United States Code (U.S.C.) 3726, 41 CFR Part 102-118. Agencies can also utilize the U.S. Freight Transportation Handbook for detailed information on the regulations listed below.

31 U.S.C. 3726 requires *Each agency that receives a bill from a carrier or freight forwarder for transporting an individual or property for the United States (U.S.) Government shall verify its correctness (to include transportation rates, freight classifications, or proper combinations thereof), using prepayment audit, prior to payment in accordance with the requirements of this section and regulations prescribed by the Administrator of General Services.* (Emphasis added)  
Applicable Authorities:

General Pre-Payment Audit Policies (4.1.2.1)	<u>31 U.S.C.</u> <u>3726</u>	Payment for Transportation <ul style="list-style-type: none"><li>Requires that Federal agencies conduct pre-payment audits of all transportation billings</li><li>Grants authority to the GSA for oversight of agencies' pre-payment audits</li><li>Authorizes GSA to conduct pre- or post-payment audits of transportation bills of any Federal agency</li></ul>
General Post-Payment Audit Policies (4.2.2.1)	<u>31 U.S.C.</u> <u>3726</u>	Payment for Transportation <ul style="list-style-type: none"><li>Authorizes GSA to conduct pre- or post-payment audits of transportation bills of any Federal agency</li><li>Requires expenses of transportation audit post-payment contracts and contract administration, along with the expenses of all other transportation audit and audit-related functions performed by GSA to be financed from overpayments collected from carriers and not to exceed those collections.</li><li>Allows GSA to provide transportation audit and related technical assistance services, on a reimbursable basis, to any other agency.</li></ul>

## **Agency Requirements**

All Executive agencies are subject to the information in this handbook. 41 CFR §102-118.20§ 102-118.35

Standard Form (SF) 1103, U.S. Government bill of lading (GBL) is a bill of lading (BOL) issued by a Government agency or entity. It must be issued to transport Government property and household goods (HHG) internationally, including the United States to Alaska, Hawaii, its territories and possessions. Agencies may also choose to use the GBL for domestic transportation. A BOL conveys specific terms and conditions to protect the Government's interest and serves as the contract of carriage. These terms and conditions are available at 41 CFR 102- and may be incorporated by reference.

### *Prepayment Audit Requirement:*

Each agency that receives a bill from a TSP for transporting an individual or property for the U.S. Government shall verify the invoice for correctness prior to payment. A prepayment audit of transportation invoices verifies, at a minimum—

- Transportation rate requirements;
- Freight classifications; or
- Proper combinations thereof.

Agencies are required to establish a prepayment audit program and submit their prepayment audit plan to GSA for approval. § 102-118.290, § 102-118.270, § 102-118.25, § 102-118.325

### *Postpayment Audit Requirement:*

All agencies must forward **all paid** transportation bills, including supporting documents, to GSA, Transportation Audits Division (QMCA), 1800 F Street NW, Mail Hub 3400 Washington, DC, 20405 for a postpayment audit. §102-118.425 § 102-118.445

Agencies must forward all (paid) transportation billing documents along with any relevant backup documents to GSA, Transportation Electronic Library (QMCAB), 1800 F Street NW, Mail Hub 3400 Washington, DC, 20405. § 102-118.80

Agencies must send copies of each quotation, tender, or contract of special rates, fares, charges or concessions with TSPs including those authorized by 49 U.S.C. 10721, 15504, and 13712 upon execution to GSA, QMCAB or by email to [SDDCrates@gsa.gov](mailto:SDDCrates@gsa.gov).  
§ 102-118.260

The following information must be annotated on all transportation documents and bills—

- (1) The date the bill was received from a TSP;
- (2) A TSP's invoice number;
- (3) Your agency name;
- (4) A DRN;

- (5) Amount billed;
- (6) Date invoice was approved for payment;
- (7) Payment date and amount agency paid;
- (8) Payment location code number and office name;
- (9) Payment voucher number;
- (10) Complete contract, tender, or tariff authority, including item or section number;
- (11) The TSP's TIN;
- (12) The TSP's SCAC;
- (13) The auditor's full name, email address, contact telephone number, and authorization code; and
- (14) A copy of any statement of difference sent to the TSP.

### **Information Specific to TSPs**

TSPs are subject to the information in this handbook. § 102-118.20 §102-118.35,

TSPs have a three year time limit to file a transportation claim with GSA Transportation Audits Division. § 102-118.470

TSPs must follow specific requirements when filling claims and disagreements with GSA. § 102-118.545, § 102-118.665

GSA Transportation Audits Division has the discretion to make alternative arrangements with the TSP if the TSP is unable to promptly pay their debt. § 102-118.670

## **General Services Administration Requirements**

Under the authority of Section 322 of the Transportation Act of 1940, as amended (31 U.S.C. 3726), the Administrator of the General Services Administration is provided authority to prescribe regulations for the audit of transportation bills. Through delegation of this authority, GSA Transportation Audits Division is responsible for reviewing agency fiscal and transportation practices, policies, programs, and procedures to determine their adequacy and effectiveness as they relate to the audit of freight and passenger transportation payments (41 CFR 102-118.435). Therefore, GSA Transportation Audits Division is responsible for:

- Monitoring and reviewing agency prepayment audit process.
- Performing a postpayment audit on all *U.S. Government Agency* transportation documents.
- Educating agencies on proper submission of paid transportation documents.

## **Agency Review and Assistance Meeting (ARAP)**

### **Your agency could be losing money without even being aware of it!**

As part of the prepayment audit plan compliance, agencies commit to report on a monthly basis their prepayment transportation audit activity to GSA Transportation Audits Division. GSA Audits receives and tracks all of the agency prepayment audit reports on a monthly basis using an internal pre-payment audit report tracking sheet. This report is used to track each month's submission, and roll up to an entire fiscal year compliance.

GSA Audits has been delegated the responsibility to monitor agency compliance with [P.L. 105-264](#) by verifying the effectiveness of an agency's prepayment audit program through data analysis. To facilitate this responsibility, GSA Audits has developed a standardized Prepayment Audit Plan (PPAP) template agencies complete and submitted for final approval by GSA Audits, in accordance with [41 CFR Part 102-118](#).

The PPAP template will be periodically reviewed by GSA Audit. Upon review, if necessary, the PPAP will be emailed to the agency/bureau point of contact (POC) to verify that the plan is still accurate and up-to-date. The frequency of periodic reviews will be dependent upon an individual agency's program. For instance,

- If a program uses a Third Party Payment System (TPPS), direct contract or GSA or schedule contracted auditor, the PPAP will be reviewed at the expiration of the contract, Inter-Agency Agreement (IAA), or Memorandum of Agreement (MOA).
- However, if an agency performs their own internal prepayment audit, a periodic review will be conducted approximately every **two years**.

**To request an Agency Review virtual meeting or visit, email [Audit.Policy@gsa.gov](mailto:Audit.Policy@gsa.gov). In the subject section of your email type, "Agency Review Request Meeting".**



## **Exemptions from Prepayment Audit Requirements**

A prepayment audit must be performed on all modes of transportation (air, water, pipeline, rail, motor) for all types of shipments (freight, HHG, small parcel, employee travel) regardless what method of payment is used, including a charge card.

An agency may request an exemption from prepayment audit requirements. The exemption request must explain in detail why the request is needed. The exemption may be based on such things as cost effectiveness, public interest, adverse affects to the agency's mission, or feasibility.

The agency exemption request(s) may include but not limited too—

- (a) For an agency or subagency;
- (b) For a specific mode;
- (c) To establish of a minimum dollar threshold; or
- (d) For a method of payment such as a charge card.

Agencies must submit a request for an exemption to [Audit.policy@gsa.gov](mailto:Audit.policy@gsa.gov), Subject Line: *Prepayment Audit Exemption Request*

An exemption is for a specific length of time. Agencies can request an extension of the exemption. For information on extending the exemption contact GSA Transportation Audits Division.

The Transportation Audits Division in cooperation with GSA's Office of Government-wide Policy (OGP) will review the request and provide a response to the agency within 90 days.

Note: For cost reimbursable contractors only, submit transportation bill for prepayment audit when the freight shipment charges exceed \$100.00. Bills under \$100.00 shall be retained on-site by the contractor and made available for on-site Government audits (Federal Acquisition Regulation. (FAR) 52.247-67)

## CHAPTER 1 THE TRANSPORTATION DOCUMENT

A **BOL** is a document that is the basic transportation contract between the shipper of goods and the TSP detailing the type, quantity, and destination of the goods being transported. Its terms and conditions bind the shipper and carrier. As a contract of carriage, it serves as a receipt of goods and documentary evidence of title. This document must accompany the shipped goods no matter the mode of transportation and is signed by an authorized representative of the carrier, shipper, and receiver.

Common types of BOLs include:

- (a) SF 1103, is a BOL issued by a Government agency or entity. A GBL must be issued to transport Government property or HHG internationally, as well as shipping from the continental United States to Alaska, Hawaii, and United States territories; however, at an agency's discretion, a GBL may be used for domestic transportation. A GBL conveys specific terms and conditions to protect the Government interest and serves as the contract of carriage.
- (b) A commercial bill of lading (CBL) is a BOL issued by a commercial carrier.
- (c) An ocean bill of lading is a BOL issued for the transport of cargo via ocean carrier.
- (d) An air waybill is a BOL issued for the transport of cargo via air carrier.
- (e) SF 1203, U.S. Government bill of lading--Privately Owned Personal Property is used by the Department of Defense (DoD) to transport HHG.

A **BOL** may also serve as—

- (a) List of property being shipped;
- (b) Contract of carriage shipping order;
- (c) Documentary evidence of title TSP's waybill;
- (d) Freight bill to the Government;
- (e) Notice of condition of shipment at final destination; and
- (f) Authorization of shipment.

### Control and Accountability

When issued a control number by GSA, GBLs are controlled documents and an agency is responsible for the physical control and accountability, including issuance and disposal, of the forms and must implement safeguards to protect them from unauthorized use.

### Prohibitions

The issuance of a BOL **after** performance of freight service is prohibited. The issuance of a duplicate BOL is also prohibited.

### Where to Get Help

Questions concerning preparation and processing of any of the above mentioned bills of lading may be directed to [Audit.Policy@gsa.gov](mailto:Audit.Policy@gsa.gov).

## **CHAPTER 2 BILL OF LADING**

### Description and Use

A completed and certified BOL is necessary for a TSP to be paid. When the agency uses or mandates the use of a TPPS or other electronic system of payment the carrier is generally not required to present a completed SF 1113, Public Voucher for Transportation Charges. However when a TSP submits manual payments for processing, including when paper invoices received via mail or email are submitted to the agency or their auditor by the TSP, an SF 1113 is required to be completed, certified by the TSP, and submitted to the agency before the payment can be processed. In all cases the BOL will contain all information as required by the agency in order to properly process the payment; this may included information needed by the Government shipping and accounting officers, including contract and fiscal authorizations.

Shipments for express courier or small package shipments moving on BOLs need not be billed to the Government on SF 1113s.

### TSP Receipt of Shipment and Certification of Delivery Procedures

A TSP or TSP's agent must sign and date the original BOL, thereby certifying that it has taken possession of the shipment. Subsequent to delivery, a TSP must certify delivery by annotating the BOL with the date and place of delivery. At the time of delivery, any loss, damage or shortage must be noted, signed by the consignee, and acknowledged by the signature of the TSP's agent. If the TSP or its agent fails to provide a signature it does not negate the claim or prevent the claimant from filing a claim against the TSP.

### Preparing the BOL

In addition to the information customarily entered on the BOL, the information listed below must also be included. This additional 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.

See Chapter 3, under the heading “Completing SF 1103” for detailed instructions on what should be included under each item listed below.

1. Standard Point Locations Codes (SPLC)
2. Consignee
3. Shipper Name and Address
4. Appropriation Chargeable
5. Route/Via
6. Bill Charges To
7. Agency Location Code
8. Description of Articles
9. Weight
10. TSPs Pickup Date
11. Tariff/Special Rate Authority
12. Length/Cube Ordered
13. Length/Cube Furnished
14. 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.

15. Accessorial or Special Services

Requirements for accessorial or special services effecting charges in addition to the line haul must be annotated on the BOL. 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 BOL 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 BOL must be so annotated by the TSP.

## Lost BOL

When the original BOL has been lost or destroyed, and therefore not available to the billing TSP, the shipper or origin TSP 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 BOL 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 (General Services Administration's (GSA's) Certificate of Settlement number), and payment date; and transmitted to GSA, Transportation Audits Division (QMCA), 1800 F St NW, MS 3400 Washington, DC 20405.

## **GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS**

### **Computer Generated Preparation**

Departures from the exact specifications of the standard BOL forms are not permitted. Agencies using electronic payment systems for preparation of BOLs may produce computer generated forms, but such forms must conform to all specifications of the BOL when printed, 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 the original and all copies of the GBL must register from part to part.

### **Copying and Printing on Blank Standard Forms**

When it is economical and advantageous to do so, agencies may print any or all of the following information on the GBL:

*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*

After the above information is printed on to the GBL agencies may copy and use the blank forms for agency usage only. The above information should only be printed on blank unused GBLs. Duplicating GBLs after a shipment has been completed, is prohibited.

### **Instructions to Consignee**

Strict adherence to the following 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. Shortage, loss, or damage reports should not be made on the GBL but on shipment discrepancy forms. The GBL does not constitute a damage claim report but is evidence of the shipment. Regulations of a particular agency, department or bureau concerned with the shipment should be consulted for specific reporting requirements involving discrepant shipments. Agencies are responsible for filing claims and collecting moneys owed for damaged, shortages, or lost shipments.

## TSP Receipt of Shipment and Certification of Delivery Procedures

At the time the shipment is tendered the original GBL and three copies must be given to the origin line-haul TSP or their agent. 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 the delivery documents, the "CERTIFICATE OF BILLING".

If a shipment is not made as a through BOL, then the pick-up carrier must be issued all BOLs. Each BOL must address the corresponding contract, tariff, or tender number. Failure to address declared value on each BOL may result in the TSP's released value being applied to entire shipment.

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.

The TSP must annotate on the GBL when an accessorial or special service was requested but not furnished. The TSP must also endorse the GBL to certify any special services provided but not accounted for in the original transportation request.

# CHAPTER 3 U.S. GOVERNMENT BILL OF LADING – INTERNATIONAL AND DOMESTIC OVERSEAS SHIPMENTS

SF 1103, U.S. Government bill of lading – International and Domestic Overseas Shipments (GBL) must be used for international shipments, including domestic offshore shipments. This form can be downloaded from the GSA Forms Library at <http://www.gsa.gov/forms>.

## Completing The U.S. Government Bill of Lading

The sample SF 1103 below contains numbers in each area of the form to be completed. Instructions below are numbered accordingly.

U.S. GOVERNMENT BILL OF LADING INTERNATIONAL AND DOMESTIC OVERSEAS SHIPMENTS					B/L NUMBER				
TRANSPORTATION COMPANY TENDERED TO			SCAC	DATE B/L PREPARED					
DESTINATION NAME AND ADDRESS			SPLC (Dest)	ORIGIN NAME AND ADDRESS					
CONSIGNEE (Name and full address of installation)			SPLC (Orig)	SHIPPER NAME AND ADDRESS					
APPROPRIATION CHARGEABLE			BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code)		AGENCY LOC CODE				
MARKS AND ANNOTATIONS									
PACKAGES NO.	KIND	HM	DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	WEIGHTS (Pounds only)	FOR USE OF BILLING CARRIER ONLY				
					Services	Rate			
						Charges			
TARIFF/SPECIAL RATE AUTHORITY			CARRIER WAY/FREIGHT BILL NO. AND DATE		TOTAL CHARGES				
STOP THIS SHIPMENT AT		FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS							
FOR		SEAL NUMBERS		LENGTH/CUBE		MARKED CAPACITY		DATE FURNISHED	
CARRIER'S PICKUP DATE (Year, month, and day)		APPLIED BY:		ORDERED	FURNISHED	ORDERED	FURNISHED		
MODE		ESTIMATE		NO. OF CLS/FTLS	TYPE RATE	PSC	REASON		
This U.S. Government shipment is subject to terms and conditions of 41 CFR 102-117 and CFR 102-118.				CERTIFICATE OF CARRIER BILLING – CONSIGNEE MUST NOT PAY ANY CHARGES					
ISSUING OFFICE (Name and complete address)				GBLOC		ISSUING OFFICER			
CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY				DATED					
FOB POINT NAMED IN CONTRACT									

Figure 1 - SF 1103, U.S. Government Bill of Lading - International and Domestic Overseas Shipment



## 1. B/L NUMBER

Enter a BOL number. Each BOL number is unique.

See OBTAINING AND CREATING BOL NUMBERS, Chapter 7 for information on BOL numbers.

## 2. TRANSPORTATION COMPANY TENDERED TO

Enter the full business name of the initial line-haul TSP to which the shipment is tendered. The business name should 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 Traffic Management Program (*civilian agencies only*), enter the name of the transportation company that is party to a GSA Tender of Service Agreement.

## 3. SCAC

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 bills of lading. These codes are an integral part of the Government's transportation 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, published by NMFTA.

TSPs may request a SCAC by writing to NMFTA, 1001 North Fairfax Street, Suite 600, Alexandria, VA 22314. NMFTA's web site is <http://www.nmfta.org>.

Railroad companies should write the Association of American Railroads, 50 F Street, NW, Washington, DC 20001-1564.

## 4. DATE B/L PREPARED

Enter the date the first entry is made on the BOL.

## 5. DESTINATION NAME AND ADDRESS

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 the MARKS AND ANNOTATIONS space.

#### **STANDARD POINT LOCATION CODE:**

- 6. SPLC (DEST.)**
- 7. SPLC (ORIG.)**

*Civilian agencies may disregard these spaces.*

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 bills of lading issued by the Department of Defense (DOD). SPLC numbers are listed in the Continental Directory of Standard Point Location Codes, published by the National Motor Freight Traffic Association, Inc.

#### **8. ORIGIN NAME AND ADDRESS**

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.

#### **9. CONSIGNEE (Name and full address of installation)**

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. Only one consignee should be listed in this space. 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 the MARKS AND ANNOTATIONS space.

#### **10. GBLOC (Cons.)**

*Civilian agencies may disregard this space.*

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

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.

**11. SHIPPER NAME AND ADDRESS**

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 BOL 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.

**12. APPROPRIATION CHARGEABLE**

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

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 space. If more additional space is required, use the MARKS AND ANNOTATIONS or DESCRIPTION OF ARTICLES space on the GBL or SF 1109, U.S. Government bill of lading Continuation Sheet, and cross-reference the appropriation chargeable space.

Example:

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

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

This space 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 space 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 BOL must be correct and legible. When there is doubt regarding the most advantageous route, do not specify TSP(s).

## Rail Switching TSPs

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".

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

CR-RFP-CSXT (NS). Switch Delivery

## Classified and Sensitive Material (DOD activities only)

**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."

## **14. BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIPCode)**

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 BOL properly certified by the TSP, will be forwarded to the name and address shown in this space. 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 BOL.

## **15. AGENCY LOC CODE**

*DOD activities may disregard this space.*

BOLs involving shipments for civilian agencies should also have an Agency Location Code (ALC) entered in this space. 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.

## **16. MARKS AND ANNOTATIONS**

This space 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 space when space in other spaces is insufficient. When used for this purpose, data should be cross-referenced to the appropriate space.

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 the 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.

When accessorial or special services are ordered incident to the line-haul transportation, the BOL must be endorsed to show the name of the TSP upon which the request was made and the kind and special services ordered. The endorsement may be placed in this space or on SF 1109 and signed by or for the person who ordered the service.

If additional space is required, special notations may be entered on SF 1109 and cross-reference in this space.

### **PACKAGES:**

**17. NO**

**18. KIND**

This space 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 the DESCRIPTION OF ARTICLES space.

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 this space, since inner containers or packages do not determine the classification rating or the freight rate.

Household Goods  
(*Civilian agencies only*)

Enter "1 LOT" in this space.

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 space should be disregarded.

**19. HM (Hazardous Material)**

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)). Then list the hazardous material(s) under "DESCRIPTION OF ARTICLES".

**20. DESCRIPTION OF ARTICLES (*Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.*)**

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 BOL.

The information in this space 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 space. 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, should be used if additional 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 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 number, must be shown first, and immediately behind it in parentheses, the applicable rate authority description. The hazardous class 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.

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 U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA) is responsible for coordinating a national safety program for the transportation of hazardous materials by air, rail, highway, and water. PHMSA Internet Web site, <http://www.phmsa.dot.gov/hazmat>, is designed to disseminate information about the agency's programs and activities and to assist in complying with the Hazardous Materials Regulations.

The following certification, as required by 49 CFR 172.204, should also be included in the Descriptions of Articles space, when hazardous materials are shipped by conveyances other than air TSPs:

**"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."**

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**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 SF 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 space.

## 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 BOL 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 guide: Shipping Your Household Goods Employee Guide which can be downloaded in pdf format from <https://www.gsa.gov/travel/agency-services/relocation/household-goods-transportation>. Once you reach the website, click on the following links to the left: Household Goods Transportation.

The following additional information or instructions may also be included:

- 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 BOL (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 bill of lading. When freight descriptions are based on released valuation and shipping declaration is required, the BOL 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.

- 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.



## **20. WEIGHTS\* (POUNDS ONLY)**

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 space.

The weight of pallets, platforms, or skids on which a shipment may be loaded should be shown separately on the BOL 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 BOL 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 BOL. 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 BOL.

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.

TSPs generally require the shipment weight in order to figure the shipping cost, however some shipments will be based on dimensional pricing. The weight provided must include all packaging materials (box, pallet, shrink wrap, etc). A TSP also requires the shipping weight in order to maintain compliance with regulatory weight restrictions. TSPs may reweigh your shipment to enforce compliance with regulatory weight restrictions. . 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.

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

### **FOR USE OF BILLING ONLY:**

- 21. SERVICES**
- 22. RATE**
- 23. CHARGES**
- 26. TOTAL CHARGES**

This section is for the sole use of the billing TSP who inserts the services provided and the proper rates and charges.

This section is left blank on the original and all copies furnished to the TSP. (The issuing officer may use this space to show estimated transportation charges and such accounting classifications as may be administratively required.)

## **25. CLASSIFICATION ITEM NO.**

Enter the Uniform Freight Classification or the National Motor Freight Classification number for the article described on the BOL. When the shipment consists of more than one commodity, the classification number should be shown after each commodity listed in the DESCRIPTION OF ARTICLES space.

This space can then be left blank. When the commodity description is "Freight of All Kinds," the appropriate number shown in the applicable Government freight tender or rules publication governing the movement of freight traffic should be used.

## **27. TARIFF/SPECIAL RATE AUTHORITY**

For carload, truckload, container, or volume shipments enter the tariff reference or special rate quotation under the provisions of 49 U.S.C. 10721, 13712, and 15504. This reference is entered as a source of information; an audit of charges will not be limited to what is referenced.

When special rate quotations provide a reduction in transportation costs for shipments, regardless of their weight, including less-than-carload quantities, these rate authorities should be indicated. One time only quotes and rate agreements should be shown and copies attached to the BOL. Use the TSP's SCAC followed by the tariff or rate quotation number.

## **28. CARRIER WAY/FREIGHT BILL NO. AND 29. DATE**

The TSP should transfer their way or freight bill number to this space and provide the date prior to billing for charges. This information is useful to the shipper and consignee for tracing and claims purposes.

## **30. STOP THIS SHIPMENT AT**

Rail and motor TSP tariffs generally provide stop off-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 the final destination. Charges are based on the total maximum weight shipped from original point of origin to final destination plus the stop off 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 BOL 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 BOL:

- 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.

If this space does not provide enough room, additional information may be shown in the MARKS AND ANNOTATIONS, DESCRIPTION OF ARTICLES, or on SF 1109. Appropriate cross-reference should be made in this space.

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

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 stop off points is notified promptly of the shipment. This may be accomplished by the consignor forwarding a copy of the BOL to the intermediate consignees at the time the shipment is tendered to the origin TSP.

Under the GBL distribution procedures where the original SF 1103 is furnished to the origin TSP at the time of shipment, the intermediate consignee at the stop off point will issue a certificate to the stop off 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 stop off locations (GBL number, conveyance number, final destination, seal numbers, stop off points, portion of shipment loaded or unloaded, date of stop off and any loss, damage, or other discrepancies noted at the time the shipment is received at the stop off point).

### Reporting Loss & Damage

Each consignee who discovers losses, damages, or other discrepancies should report them to the transportation office or other designated offices, as required by the agency issuing the BOL.

### **31. FOR** *Civilian Agencies Only*

If the SF 1103 is used for a HHG shipment and there is to be a pickup in addition to the one at the origin residence, the extra pickup address should be entered in the STOP THIS SHIPMENT AT space and the words "EXTRA PICKUP" should be entered in this space.

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

**32. CARRIER'S PICKUP DATE** (*Year, month, and day*)

The TSP to whom the shipment is tendered must complete this space. The BOL is legally in effect and the TSP assumes responsibility for the shipment when it takes physical possession of the shipment.

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 or other rates, including fuel surcharges, are adjusted while the shipment is en route, the TSP's acceptance date, determines which rate applies.

**FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS**

**SEAL NUMBERS:**

**33. 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 space 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 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.

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 BOL, if available. All notations must be signed by the consignee and the TSP's agent.

**LENGTH/CUBE:**

**34. ORDERED**

**35. FURNISHED**

This space 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 BOL 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 BOL 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 space 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 BOL annotated:

*“THIS SIZE CONVEYANCE FURNISHED FOR THE CONVENIENCE OF THE TSP”*

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:**

**36. ORDERED**

**37. FURNISHED**

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 space when shipments are made in less-than-truckload quantities.

#### **38. DATE FURNISHED**

This space 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 space when shipments are made in less-than-truckload quantities.

### **39. MODE**

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 spaces. Codes are published in the DTR.

### **40. ESTIMATE**

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

### **41. NO. OF CLS/TLS (Carload Shipment/Trailer Load Shipment)**

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

### **42. TYPE RATE**

Enter the type of rate used for the shipment (class, commodity, Sections 10721, 13712, 15504, contract, or mileage). If space is insufficient use the MARKS AND ANNOTATIONS space or see GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS below if additional space is necessary.

*For DOD Shipments Only*

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

### **43. PSC (Protective Service Code)**

Shipments requiring transportation protective services during transit must show the appropriate PSC shown in the applicable Government rules publications governing the shipment.

*For DOD Shipments Only*

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

### **44. REASON**

*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 space.

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

## **CERTIFICATE OF BILLING – CONSIGNEE MUST NOT PAY ANY CHARGES**

### **45. DELIVERED ON (*Year, month, and day*)**

This space certify that the TSP has performed the services required by the BOL and must be completed by the delivering TSP before the Government pays the charges.

## **FOR USE OF ISSUING OFFICE**

### **46. ISSUING OFFICE (*Name and complete address*)**

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

When GBL 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 BOL. Therefore, the specific office issuing the BOL, as well as the department or agency, must be shown.

### **47. GBLOC**

*For DOD Shipments Only*

Enter the GBLOC assigned to the issuing activity.

### **48. ISSUING 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 space 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.

Your agency's policy will determine who 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 space, except as provided above, his typed name and title must appear on the original and all copies of the GBL. Therefore, if a facsimile name and title stamp is used, each copy of the GBL set must be individually stamped.

### **49. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY**

Enter the number of the procurement document, contract or purchase order number, or other

authority for making the shipment.

When one BOL 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 the Consignee space.

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

When the BOL 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 BOL, the TSP may refuse to accept the shipment from a contractor as shipper.

#### **50. DATED**

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

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

#### **51. FOB POINT NAMED IN CONTRACT**

Enter the FOB of shipment named in the procurement document.



# CHAPTER 4 U.S. GOVERNMENT BILL OF LADING – PRIVATELY OWNED PERSONAL PROPERTY AND ELECTRONIC BILLS OF LADING

## U.S. Government Bill of Lading – Privately Owned Personal Property

SF 1203, U.S. Government bill of lading – Privately owned Personal Property 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 for DOD shipment of personal property. SF 1203 is issued by the U.S. Army Publications and Printing Command and should be requisitioned.

U.S. GOVERNMENT BILL OF LADING — PRIVATELY OWNED PERSONAL PROPERTY				ORIGINAL B/L NO.	
1. TRANSPORTATION COMPANY (if agent) TENDERED TO			2. SCAC		
6. REQUESTED PICKUP DATE			3. SERVICE CODE		4. SHIPMENT NO. OR
7. REQUESTED PICKUP DATE			8. SHIPMENT NO. OR		5. DATE B/L ISSUED
8. REQUIRED DELIVERY DATE			10. PROPERTY OWNER'S NAME, SOCIAL SECURITY NO., MARK AND PAY GRADE		
9. <b>IMPORTANT</b> Regulations require Original, Shipping Order, and Freight Waybill (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., Pw, No., NO)		12. DATE OF ORDER
13. EXTRA PICKUP/DELIVERY (Complete address)			14. DEPARTMENT/AGENCY		15. TRANSPORTATION CONTROL NO.
16. Placed 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 the good order and condition to said consignee.			17. FULL NAME OF SHIPPER		
18. CONSIGNEE (Name and destination delivery address) (See block 13.)			19. FROM (Complete address of point of pickup) (See block 13.)		
20. RESPONSIBLE DESTINATION INSTALLATION/OFFICE			21. BILL CHARGES TO (Dept./Agcy., Bu./OJT, and complete mailing address)		
22. VIA (Name of forwarding carrier)			23. FOR CARRIER USE ONLY—WAYBILL/FREIGHT BILL NO.		
24. APPROPRIATION CHARGEABLE			25. REMARKS (If extra services are ordered, see ADMINS PRATIVE INSTRUCTION NO. 2 on reverse.)		
26. PACKAGES		27. DESCRIPTION OF SHIPMENT* (Specify)		28. WEIGHT †	
NO.	QTY			FOR USE OF DESTINATION CARRIER ONLY	
				SERVICES	29. RATE
				LINE-HAUL TRANSPORTATION	30. CHARGES
				TARE #	
				PACKING/UNPACKING	
				NET #	
				OTHER/ACCESSORIAL SERVICES	
				† Inc. professional books, papers, and equipment weighing.	
				TOTAL #	
				31. TARIFF OR SPECIAL RATE AUTHORITIES	
* Issued at lowest valuation used in appropriate tender or last unless otherwise stated hereon.			32a. ISSUING OFFICER (Name and SSN)		
B/L NO.			32b. ISSUING OFFICE (Name and complete address)		
CERTIFICATE FOR RECEIPT OF SHIPMENT AND ORIGINAL BILL OF LADING			33a. NAME OF TRANSPORTATION COMPANY		
33a. NAME OF TRANSPORTATION COMPANY			33b. DATE OF RECEIPT OF SHIPMENT		
33c. SIGNATURE OF AGENT/OWNER			33d. PER		
CERTIFICATE OF CARRIER BILLING FOR CHARGES—CONSIGNEE MUST NOT PAY ANY CHARGES ON THIS SHIPMENT			34. FOR USE OF PAYING OFFICER (Does not affect carrier charges)		
34a. ON (Date)			34b. AT (Actual delivery point)		
34c. THE (Name of delivering carrier)			34d. UNAUTHORIZED ITEMS		
34e. COMPLETE AND IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED HEREINAFTER			34e. EXCESS DISTANCE		
34f. STORAGE IN TRANSIT			34f. EXCESS VALUATION		
34g. RESIDENCE			34g. EXCESS WEIGHT		
34h. SHORTAGE			34h. DAMAGE		
34i. DAMAGE			34i. CARRIER OSED REPORT ATTACHED		
34j. CARRIER OSED REPORT ATTACHED			35a. SIGNATURE OF CARRIER'S AUTHORIZED AGENT		
35a. NAME OF DESTINATION CARRIER (Carrier authorized to bill charges)			35b. SIGNATURE OF CARRIER'S AUTHORIZED AGENT		
**SAMPLE**					
† Carrier to enclose and attach Certificate of Storage and Liability for shipment placed in storage in transit.					
EXCEPTION TO SF 1203 APPROVED BY GSA/PM 3/92					
STANDARD FORM 1203 (7-87) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3					

Figure 2 - SF 1203, U.S. Government Bill of Lading - Privately Owned Personal Property

Although GSA is responsible for prescribing procedures governing the use of SF 1203, DOD users should refer to the DTR, Part IV, Chapter 413 for additional information and instructions on completing SF 1203.



## CHAPTER 6 OBTAINING AND CREATING BOL NUMBERS

Agencies allowing the use of a commercial TSP's BOL must create a unique numbering system to track and monitor each BOL to prevent a TSP from billing an agency more than once per shipment. Agencies using GBL's must also create a numbering and tracking system that assures a unique number is assigned to each GBL. Alternatively, agencies can request a control number or block of control numbers from GSA. When GSA issues control numbers the documents to which the number is assigned becomes a controlled document and must be treated as such. The GBL form, SF1103, is available on the GSA Forms Library at <https://www.gsa.gov/forms>.

An agency can receive an assigned block of GBL control numbers via email at [forms@gsa.gov](mailto:forms@gsa.gov) or by mail at:

General Services Administration  
Federal Acquisition Service (FAS)  
Southwest Supply and Acquisition Center  
Technical Services and Commodity Branch (7QSBBB)  
819 Taylor Street, Room 6A00  
Fort Worth, TX 76102

SF 1103, U.S. Government bill of lading – International and Domestic Overseas Shipments (GBL) number sets provided by GSA 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.

SF 1203, U.S. Government bill of lading – Privately Owned Personal Property (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.

Fort Worth, TX 76102  
Jill Burt at [jill.burt@gsa.gov](mailto:jill.burt@gsa.gov) or by telephone at (817) 850-8247.

With your request, include the following:

- Agency/office name
- Complete mailing address
- Point of contact
- Telephone number
- Email
- How many GBL numbers are being requested

## CHAPTER 7 DISPOSING OF SPOILED, CANCELLED, UNUSED, OR OBSOLETE GBLs

Obsolete, cancelled, lost, unused, or GBLs spoiled in preparation should be returned to the agency's office that retains accountability.

### Instructions for Accountable Offices

1. Each accountable office should maintain a record of all GBL numbers that are issued to their agency by GSA.
2. The accountable office should make a list of all GBL numbers that are spoiled, cancelled, lost, or that will never be used by the agency. Included on the list should be the date and whether the GBL numbers are for SF 1103. The completed list(s) should be forwarded to GSA, Inventory Management, Forms Program (QSDLBAB-WS), 819 Taylor Street, Room 6A00, Fort Worth, TX 76102 or email the list(s) to [jeff.fossmeyer@gsa.gov](mailto:jeff.fossmeyer@gsa.gov). **Wait for confirmation from GSA before proceeding to number 6 below.**
3. All spoiled, cancelled, or unused SF 1203, **with or without imprinted** GBL numbers, must be returned to the Department of Defense (DOD's) office of accountability. The accountable office must then follow step 1 above and refer to Part 4, DTR 413, Paragraph C for additional instructions.
4. If the DoD accountable office intends on reusing GBL number(s) that were imprinted on unused SF 1203s; they may do so. Those GBL number(s) should not be included on the list of spoiled, cancelled, and unused GBL numbers that are returned to GSA. However, if the GBL number(s) are not going to be applied to new SF 1203s, it must be included on the list of GBL numbers that are sent to GSA as instructed in (1) above.
5. Spoiled, cancelled, or unused SF 1103 and SF 1203 that do not have GBL numbers imprinted on the form may be disposed of as instructed below.

Agencies must maintain transportation records in accordance with General Records Schedule (GRS) (1.1 and 5.5). The GRS is maintained by the National Archives and Records Administration (<https://www.archives.gov/records-mgmt/grs.html>).

Unused GBL numbers, that were originally intended to be used on SF 1103s, issued before 2003 can be kept by the agency and applied to the revised 2003, SF 1103. There is no need to include these numbers on the list of unused numbers that are returned to GSA. The outdated SF 1103s may be disposed of as instructed above.

## CHAPTER 8 ALTERING OR CORRECTING THE BILL OF LADING

Standard Form (SF) 1200, Government bill of lading Correction Notice is used to alter or correct the SF 1103, U.S. Government bill of lading – International and Domestic Overseas Shipments and SF 1203, U.S. Government bill of lading – Privately Owned Personal Property. 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. This form can be downloaded at <http://www.gsa.gov/forms>.

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. Chapter 35).

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:		
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 7540-01-140-5524		STANDARD FORM 1200 (8-82) Prescribed by GSA, FPMR (41 CFR) 101-41.3

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

## **CHAPTER 9      SUBSTITUTE DOCUMENTATION IN LIEU OF LOST GOVERNMENT BILL OF LADING**

At the time the shipment is tendered, the initial TSP will be given a completed original SF 1103, U.S. Government bill of lading International and Domestic Overseas Shipments and three copies.

In the case of SF 1203, Government bill of lading – Privately Owned Personal Property the TSP will receive the completed original, the Shipping Order (SF 1204), the Freight Waybill-Original (SF 1205), and the Freight Waybill-TSP's Copy. The TSP(s) involved in the routing is responsible for custody of these documents during the entire shipping cycle.

### Billing When GBLs are Lost or Destroyed

The original SF 1103 is the primary shipping document that the TSP uses to bill the Government for transportation services rendered. However, if after delivery, the original cannot be located by the billing TSP and it is evident that it has been lost or destroyed; the TSP must use one of the other issued copies of the original SF 1103 when requesting payment. When SF 1203 is issued the Freight Waybill-Original (SF 1205) may be submitted for payment.

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 BILLING FOR CHARGES" space on the face of the GBL.

If all copies of the SF 1103 has been lost; the TSP should request and be furnished a certified true copy of the issuing office's copy of the GBL, SF 1103. In this case, the issuing office will use the following certification:

**"I certify this is a true copy of the SF 1103 in my possession and the services hereotwere requested."**

**(Signature of issuing office)    (Date)**

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

**"I certify this is a true copy of the Memorandum Copy (SF 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 BOL accountability record. Also, the issuing office must promptly notify the Government paying office to prevent duplicate payment to the TSP.

## Processing a GBL That Was Reported Lost But Has Been Recovered

If the lost original GBL is located by either the TSP or the Government before settlement is made on the original GBL or Freight Waybill-Original, the original GBL should be used for payment and the certified true copy of the GBL or Freight Waybill-Original should be marked with the notation: **“CANCELED - ORIGINAL BILL OF LADING LOCATED”**.

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

If the lost original GBL is located after settlement is made, the original GBL should be forwarded to the Government paying office indicated on the front of the GBL where it should be marked “canceled,” properly annotated with the D.O. Voucher Number, (or the General Services Administration (GSA) certificate of settlement number), and payment date of the Freight Waybill-Original settlement voucher, and forwarded to GSA, Transportation Audits Division (QMCA), 1800 F Street NW, Mail Hub 3400 Washington, DC, 20405.

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

## CHAPTER 10 TERMS AND CONDITIONS

The contractual terms and conditions between the TSP and the United States are incorporated on the BOL with the following statement, "U.S. Government shipment is subject to the terms and conditions of 41 CFR Parts 102-117 and 102-118."

Prepayment - In no case shall prepayment of charges be demanded by the TSP nor collection be made from the consignee. The BOL 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 BOL.

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 on the BOL.

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, 31 U.S.C. 3717.



## CHAPTER 11 USE OF U.S. FLAG TRANSPORTATION SERVICE PROVIDERS

### Cargo Preference Laws

The Cargo Preference Act mandates the use of privately owned, U.S.-flag commercial vessels; to the extent, such vessels are available at fair and reasonable rates, to transport Government personnel, Government-impelled cargoes, and HHG in accordance with cargo preference laws as provided in 46 CFR Chapter 553.

### International Ocean Shipments

Each bill submitted by a freight or HHG 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 TSP freight bill along with the GBL. Also each bill submitted by an ocean 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 TSP, shall be supported by the authorizing official's certification of the necessity for the use of the foreign- flag TSP. (See 4 CFR 52.2).

For all freight and HHG shipments subject to the cargo preference laws, a copy of the ocean carrier's master BOL, documenting all freight charges, must be sent to the Maritime Administration (MARAD) within 20 working days of the date of loading for shipments originating in the United States, the District of Columbia, its territories or possessions within 30 working days for shipments originating outside the United States, the District of Columbia, its territories or possessions.

- (1) Additional reporting requirements are prescribed in 46 CFR 381.3.
- (2) Documents are submitted electronically to [Cargo.MARAD@dot.gov](mailto:Cargo.MARAD@dot.gov) (preferred method) or mailed to:

Office of Cargo and Commercial Sealift,  
Maritime Administration (MAR-620),  
U.S. Department of Transportation,  
1200 New Jersey Avenue, SE  
Washington, DC 20590

### International Air Shipments

The Fly America Act requires (travelers and) cargoes to be transported via a U.S.-flag air carrier for all air (passenger travel and) cargo transportation funded by the United States Government including cargo shipped by contractors, grantees, and others at Government expense unless an exception is permissible. (41 CFR 102-117.200 proposed rule)

Each bill for the payment of international air freight transportation charges not involving the use of foreign flag TSPs shall be supported—

- (1) For air TSPs, with a TSP 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 s utilized, and
- (2) For air freight forwarders, with a copy of the air waybill or manifest.

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

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

## CHAPTER 12 EXCLUSIVE USE OF VEHICLE

When shipments are made by motor transport 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 BOL should be annotated 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 BOL. In addition, the shipper must place the following notation on the BOL to be completed, signed, and dated by the delivering TSP:

I certify that exclusive use of vehicle was ordered and furnished from \_\_\_\_\_

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 BOL 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 13 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, email and/or written confirmation and proper documentation. 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 BOL, 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 BOL for presentation in connection with the bill for line-haul transportation charges.

## **CHAPTER 14 TSP BILLING PROCEDURES AND INSTRUCTIONS FOR COMPLETING PUBLIC VOUCHER FOR TRANSPORTATION CHARGES**

GSA has prescribed Public Voucher for Transportation Charges, SF 1113 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 download and copy these forms from GSA's Form Library at <http://www.gsa.gov/forms> or print these forms commercially. 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 paper stock.

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 sub vouchers (BOLs) 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 HHG shipments (other than domestic crated HHG), which should be billed one per voucher. The serial number and amount of each BOL 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.

BOLs 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 Transportation Audits Division, your agency is encouraged to use electronic billing for transportation services.



<b>PUBLIC VOUCHER FOR TRANSPORTATION CHARGES</b>		See FPMR (41 CFR) 101-41 for Instructions on Complet- ing this Form.	<b>VOUCHER OR SCHEDULE NO.</b>
DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS <b>U.S.</b>		<b>PAID DATE</b>	
<b>THE UNITED STATES, DR., TO:</b> <i>(Payee's name and address)</i>		CARRIER'S BILL NUMBER	
		CARRIER'S SCAC NUMBER	
		SERVICES FURNISHED <i>(Check one)</i>	
		<input type="checkbox"/> FREIGHT <input type="checkbox"/> PASSENGER	
<i>Do Not bill GBL and GTR charges on the same form</i>		For payment of services rendered as evidenced by attached subvouchers.	
ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT		
		DIFFERENCES	AMOUNT
		<b>AMOUNT VERIFIED - CORRECT FOR</b> ▶	
		<b>VERIFIED BY</b> <i>(signature or initials)</i> ▶	
<b>TOTAL CLAIMED</b> ▶			
<b>ACCOUNTING CLASSIFICATION</b>			

STANDARD FORM 1113-A (REV 11-86)  
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41  
1113-208

**Figure 6 – SF 1113-A, Public Voucher for Transportation Charges (Memorandum Copy)**

## **Instructions for TSPs:**

**Note:** One SF 1113 should be submitted per BOL.

### **2. DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS**

Enter the complete name and address of the department or agency, bureau or service shown on the sub vouchers (BOLs). This information is shown in the "BILL CHARGES TO" space on the GBLs.

### **4. CARRIER'S BILL NUMBER**

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

### **5. THE UNITED STATES, DR., TO: *(Payee's name and address)***

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

### **6. CARRIER'S SCAC NUMBER**

Enter the TSP's SCAC. 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.

### **SERVICES FURNISHED (Check):**

- 7. FREIGHT**
- 8. PASSENGER**

Indicate by checking in the appropriate space whether passenger or freight transportation service was provided.

### **9. ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER**

### **10. AMOUNT**

Each shipment of HHG (except domestic crated shipments), regardless of the type of BOL, must be billed on a separate SF1113.

Enter the complete serial number of the BOL including the alpha prefix. Each BOL shipping HHG must be billed on a separate SF 1113. For GBL shipments other than HHG, TSPs should include as many sub vouchers (GBLs), covering charges to be billed to the same office, as can be listed in this space, not to exceed 25.



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

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

**PAYEE'S CERTIFICATE:**

- 13. DATE**
- 14. PAYEE\***
- 15. PER**

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.

- 21. NAME**
- 22. ADDRESS**

Enter the name and complete address of the TSP

**MEMORANDUM**

- 23. (Department, Bureau or Establishment)**
- 24. BILL NO.:**
- 25. AMOUNT:**

Enter the Department or Agency or Service being billed for the services, the number from the "CARRIER'S BILL NUMBER" space above, and the total claimed.

**Instructions for Agencies:**

- 1. VOUCHER OR SCHEDULE NO.**

DoD finance offices should enter the D.O. voucher number. Civilian finance offices should enter the D.O. voucher or schedule number.

- 3. PAID DATE**

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

## **12. ACCOUNTING CLASSIFICATION**

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

### **17. DIFFERENCES**

### **18. AMOUNT**

### **19. AMOUNT VERIFIED-CORRECT FOR**

### **20. VERIFIED BY (*Signature or initials*)**

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

### 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 space 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 HHG transportation services shall be accompanied by a copy of the BOL ordering the service and a copy of the original voucher (SF 1113) 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 15 AGENCY PAYMENT AND SUBMISSION OF TRANSPORTATION BILLS FOR AUDIT

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

### **Required Agency Prepayment Audit Program**

All Agencies, **must** establish a prepayment audit program. That is, before an agency pays a TSP for transportation services, the agency should verify the correctness of the bill received from a TSP for transporting an individual and property for an agency. See also Public Law (PL) 105-264, Section 3 and Title 31 United States Code 3726.

Agencies may use one of the following means to perform a prepayment audit:

- (1) Create an internal prepayment audit program.
- (2) Contract directly with a prepayment audit service provider.
- (3) Secure a prepayment audit contractor from GSA's Multiple Awards Schedule by visiting <https://www.gsaadvantage.gov> and selecting Financial Services. or
- (4) Use a Third-Party Payment System or charge card company that includes prepayment audit functions.

The prepayment audit cannot be conducted by the same firm providing the transportation services for the agency. If a move manager is being utilized, the move manager may not have any affiliation with or financial interest in the transportation company providing the transportation services for which the prepayment audit is being conducted

### **Submitting Your Agency Prepayment Audit Program to GSA**

Once an agency has decided its method of prepayment audit they must submit the prepayment audit plan to GSA by email to [QMCATariffs@gsa.gov](mailto:QMCATariffs@gsa.gov) with the words "Agency Prepayment Audit Plan" on the Subject line. The prepayment plan must include:

1. The submitting agency's Agency Location Code (this code is assigned to each agency by the Department of the Treasury).
2. Which one of the above prepayment methods the agency is using.
3. Name and contact information (including email address) of prepayment auditor.
4. Copy of the prepayment audit contract or Memorandum of Understanding between the selected prepayment auditor and the agency.

### Your Agency Prepayment Audit(or) Should:

- (a) Requires the agency's CFO approval of the transportation prepayment audit program with submission to GSA Transportation Audits Division.
- (b) Comply with the Prompt Payment Act.
- (c) Assure that each TSP bill or employee travel voucher contains appropriate information for the prepayment audit to determine which contract or rate tender is used and that the type and quantity of any additional services are clearly delineated.
- (d) Verify all transportation bills against filed rates and charges before payment.
- (e) Forward all transportation documentation monthly to the GSA Audit Division.
- (f) Establish procedures in which transportation bills not subject to prepayment audit (i.e., bills for unused tickets and charge card billings) are handled separately and forwarded to the GSA Audit Division.
- (g) Allow for your agency to establish minimum dollar thresholds for transportation bills subject to audit.
- (h) Maintain a statement in cost reimbursable contracts contract or rate tenders that the contractor shall submit to the address and in the electronic format identified for the prepayment audit, transportation documents which show that the United States will assume freight charges that were paid by the contractor. Bills under a \$100 shall be maintained by the contractor and made available for the on-site Government audits.
- (i) Require your agency's paying office to offset, if directed by GSA's Audit Division, debts from amounts owed to the TSP within the 3 years.
- (j) Implement a process to ensure complete and accurate audits of all transportation bills and notifications to the TSP of any adjustment within 7 calendar days of receipt of the bill.
- (k) Implement an appeals process as part of the approved prepayment audit program for TSP to appeal any reduction in the amount billed.
- (l) Create accurate notices to the TSP's that describe and detail the reasons for any full or partial rejection of the stated charged on the invoice.
- (m) Implement a unique agency numbering system to handle commercial paper and practices.

## Submission of Paid Transportation Bills for Postpayment Audit

GSA maintains a list of agencies that submit bills for postpayment audits. GSA shall be notified immediately of any changes to payment location.

Your agency submission of transportation documents must contain the following information—

1. The Agency Location Code
2. The amount paid
3. The date paid
4. The Document Reference Number
5. Voucher number
6. Location

Submissions should be made in the following manner—

- Mail submissions on Compact Disks or assembled paper documents to;  
  
General Services Administration  
Transportation Electronic Audit  
Library (TEAL) 1800 F Street NW,  
Mail Hub, 3400 Washington DC,  
20405
- Email electronic submissions in .pdf format to: [QMCATariffs@gsa.gov](mailto:QMCATariffs@gsa.gov) with the words "Postpayment Audit BOL" on the Subject line.
- Submit paid bills to GSA at the end of each account month; **avoid multiple account month submissions.**

If, due to an administrative oversight, this is not done, and it becomes necessary to submit multiple account months at the same time;

- the most recent account month should be forwarded in a separate package,
- all prior account months should be bundled by month, each with an accompanying Transmittal for Transportation Schedules and Related Basic Documents, Standard Form (SF) 1186, Transmittal for Transportation Schedules and Related Basic Documents and should be forwarded in one package clearly marked as to its contents. SF 1186 can be downloaded at [www.gsa.gov/forms](http://www.gsa.gov/forms).

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, Transportation Audits Division (QMCA), 1800 F Street NW, Washington DC 20405. .
- Submit negative reports - If no SF1113's are paid during the month, check the space,

**“NO PAYMENT FOR TRANSPORTATION SERVICES HAS BEEN MADE BY THE  
ABOVE-NAMED OFFICE”**

in the lower left corner of the SF 1186 and submit it to the Transportation Audits Division.

<b>TRANSMITTAL FOR TRANSPORTATION SCHEDULES AND RELATED BASIC DOCUMENTS</b>				DATE	
FROM (Name of Bureau or Office)				AGENCY LOCATION CODE (ALC)	
BUREAU OR OFFICE'S ADDRESS					
STREET			CITY		STATE ZIP CODE
TO:					
<b>TRANSPORTATION ELECTRONIC AUDIT LIBRARY          2200 CRYSTAL DRIVE (CP4)          SUITE 300          ARLINGTON, VA 22202</b>					
TRANSPORTATION ACCOUNTS FOR (Month and year)		SHIPMENT INCLUDES		SCHEDULE NUMBERS*	
		NUMBER OF PACKAGES	NUMBER OF TRANSPORTATION VOUCHERS	BEGINNING	END
EXPLANATION OF BREAKS IN SERIAL SEQUENCE OF SCHEDULE NUMBERS*					
(Continue on plain white paper if necessary)					
<input type="checkbox"/> NO PAYMENT FOR TRANSPORTATION SERVICES HAS BEEN MADE BY THE ABOVE-NAMED OFFICE			PERIOD OF NO PAYMENT (Month and year)		
<b>CONTACT PERSON</b>					
SIGNATURE			E-MAIL		
NAME OF CONTACT			TELEPHONE NUMBERS		
			OFFICE:	AREA CODE	NUMBER
TITLE OF CONTACT			FAX:	AREA CODE	NUMBER
AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is not usable		*Agencies not using voucher-schedule (SF 1166) procedures should show the beginning and ending disbursing office voucher		<b>STANDARD FORM 1186</b> (REV. 9/2011) Prescribed by GSA - FMR 102-118.320	

**Figure 7 - SF 1186, Transmittal for Transportation Schedules and Related Basic Documents**

## CHAPTER 16 DAMAGE CLAIMS

GSA Transportation Audits Division does not process transportation damage claims.

A claim for damages is a lawful demand by a shipper or consignee to a TSP for reimbursement due to the loss, shortage, or damage of a shipment. The claimant must provide the TSP with the facts relating to the damage claim. The claim must—

- (a) Contain facts sufficient to identify the shipment;
- (b) Assert liability for alleged loss, damage, injury, or delay; and
- (c) Demand payment of a specified or defined amount of money. 49 CFR 370.3(b).

The claimant may also include the prorated shipping costs as part of the amount of the claim.

At the time of delivery, if there is any loss, shortage or damage, it should be noted on all copies of the BOL and any accompanying TSP issued delivery documents. The consignee and the TSP's agent must acknowledge through signature the loss, shortage, or damage to the property. There is no specific form that must be filed, however TSPs may have a form for the claimant to use. GSA provides Optional Form (OF) 362 for agencies to track the progress of transportation claims.

### Concealed damage

When a loss or damage is not discovered until after delivery and receipt of the shipment, the consignee should promptly file a damage claim with the TSP. Because the damage was concealed and not acknowledged by the delivering TSP does not preclude the claimant from filing a damage claim. However, it may require the claimant to prove that the damage did not occur before tender to the carrier or after delivery to the receiving facility. The longer a claimant waits to report concealed damage, the more difficult it may be to prove the cargo was not damaged after delivery.

### Filing Deadlines

Time limits for filing claims or a corresponding lawsuit vary by mode and may be impacted by the tariff, TOS, contract or negotiated rate. Agencies should file damage claims as soon as the damage is discovered in order to meet filing deadlines.

**Individual agencies must establish policies on processing and managing freight damage claims.**

**For additional information regarding property damage claims see the Transportation Damage Claims and Indemnification Handbook at <https://www.gsa.gov/policy>.**



## APPENDIX A: 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.

**Bill of Lading (BOL)** – When used in this handbook it refers to the Commercial bill of lading and Government bills of lading.

**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)** – When used in this handbook GBL refers to SF 1103, U.S. Government bill of lading – International and Domestic Overseas Shipment and SF 1203, U.S. Government bill of lading – Privately Owned Personal Property.

**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)** – SF 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 submitted to an agency by the TSP for services that require 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)** – Formerly called carriers, TSPs perform the physical movement of products, people, household goods, and any other objects (from one location to another) for an agency.

## APPENDIX B: ACCRONYMS

Acronym	Title
ALC	Agency Location Code
BOL	Bill of lading
CBL	Commercial bill of lading
CFR	Code of Federal Regulations
CLS	Carload Shipment
DO	Disbursing Office
DoD	Department of Defense
DPM	Direct Procurement Method
DTR	Defense Transportation Regulations
FAS	Federal Acquisition Service
GBL	Government bill of lading
GBLOC	Government bill of lading Office Code
GSA	General Services Administration
HHG	Household Goods
HM	Hazardous Material
IAA	Inter-Agency Agreement
MOA	Memorandum of Agreement
NMFTA	National Motor Freight Traffic Association, Inc.
OGP	Office of Government-Wide Policy
PBP&E	Professional Books, Papers , and Equipment
PHMAS	Pipeline and Hazardous Material Safety Administration
PL	Public Law
POC	Point of Contact
PPAP	Pre-Payment Audit Plan
PPGBL	Privately Owned Personal Property GBL
PSC	Protective Service Code
QM	Travel, Motor, Vehicle, and Card Services
QMC	Office of Travel and Transportation
QMCA	Transportation Audits Division
QMCAA	Accounts and Collections Branch
QMCAAA	Accounts Section
QMCAAB	Collections Section
QMCAB	Audit Policy and Review Branch
QMCAC	Disputes Resolutions Branch
QMCB	Business Management Division
ROD	Report of Discrepancy
SCAC	Standard Carrier Alpha Code
SDDC	Surface Deployment and Distribution Command
SF	Standard Form
SPLC	Standard Point Locations Code
TARPS	Transportation Accounts Receivable Payable System*****TAMS
TEAL	Transportation Electronic Audit Library
TFMS	Transportation Financial Management System
TIN	Taxpayer Identification Number

TLS	Trailer Load Shipment
TMC	Traffic Management Center
TMSS	Transportation Management Services Solution
TPI	TransPort Integrator
TPPS	Third Party Payment System
TPUS	Transportation and Public Utilities Services
TSP	Transportation Service Provider
USC	United States Code