ATTACHMENT G4

COMMERCIAL BILL OF LADING (CBL)
DATA REQUIREMENTS PREPARATION FORMAT

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

A. INSTRUCTIONS FOR PREPARING A CBL

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

Example: OVERNITE TRANSPORTATION COMPANY

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

Example: OVNT

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

Example: 051123

ROUTE ORDER/RELEASE NUMBER BLOCK.

1. The Route Order (RO) or Export Traffic Release (ETR) number will be shown.

2. Enter the RO number if provided by Military Surface Deployment and Distribution Command (SDDC) Operations. The RO number is a ten position alpha/numeric string and is located on the hard copy DD Form 1085 (See Figure 202-1) or the electronic shipment response for shipments moving under non-contract and non-negotiated rates. The RO number is located on the Tailored Transportation Contract (TTC) award letter for shipments moving under TTC rates and on the negotiated RO for shipments moving under negotiated rates.

DESTINATION BLOCK.

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

    Examples:

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

2. For rail shipments, the name of military installation or name of industry will be shown. If there is insufficient space, abbreviations may be used.

3. Enter the clear text address below the block description. Instructions contained in the automated Transportation Facilities Guide (TFG) (https://eta.sddc.army.mil/portal/etaPortal.asp?app=TFG&bhcp=1) according to the mode of transportation utilized, designate the city, town, or point, official post office state abbreviation, and ZIP code to be shown. For OCONUS, require DODAAC Type Address Code 2 (freight address). For consignees not listed in the TFG and when precise information is not contained in

the requisition or other shipping directives, advice and assistance may be obtained from the TO or SDDC Operations. When there are two or more cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If there is insufficient space, abbreviations may be used.

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

Example: MOT Sunny Pt., NC 409469250

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

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

Example: Crane AAA, IN 376123250

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

ORIGIN BLOCK.

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

   Example:

   > CONUS: Name, address, and ZIP code N67004
   > OCONUS: Name, address, country, and DODAAC

   (Enter the clear text address below the block description)

2. For rail shipments, the name of military installation or name of industry will be shown. If there is insufficient space, abbreviations may be used.

3. Enter the clear text address below the block description. Instructions contained in the TFG (https://eta.sddc.army.mil/portal/etaPortal.asp?app=TFG&bhcp=1), according to the mode of transportation utilized designate the city, town, or point, official post office state abbreviation, and ZIP code to be shown. For OCONUS, require DODAAC Type Address Code 2 (freight address). For consignees not listed in the TFG and when precise information is not contained in the requisition or other shipping directives, advice and assistance may be obtained from the TO or SDDC Operations. When there are two or more cities or towns of the same name in a state, the name of the county in which the destination is located must also be shown. If there is insufficient space, abbreviations may be used.

CONSIGNEE BLOCK.

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

   Example:

           CONUS: Name, address, and ZIP code W15lPQ
           OCONUS: Name, address, country and DODAAC

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

3. The destination or official title of consignee and the official name of the installation or activity will be shown in accordance with particular shipping instructions. When the consignee's post office address differs from the destination block, the address will be added in parentheses. Other information, such as government department or whether plant or warehouse delivery, will be shown. When a shipment is consigned for transshipment or final delivery to other than the consignee, the word "For" and additional information will be shown in the "Marks and Annotations" block. If there is insufficient space, abbreviations may be used.

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

    Example: BKAH

SHIPPER BLOCK.

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

    Example:

        CONUS: Name, address, and ZIP code W15lPQ
        OCONUS: Name, address, country and DODAAC

2. The name of the shipping establishment will be shown, except when a CBL is issued to a contractor or other authorized shipper to cover a shipment from another point. In such instances, the name of the actual shipper will be shown following the name of the agency in care of the contractor. If there is insufficient space, abbreviations may be used.

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

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

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

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

VIA BLOCK. (NOT USED)

MARKS AND ANNOTATIONS BLOCK.

1. When required by regulation, directives, carrier's tenders, or Federal or State regulations, the following additional information will be shown in this space. If any of the following information does not fit in this block, enter "SEE CONTINUATION SHEET" in Marks And Annotations block, and list the information on the continuation sheet. The list will be clearly marked "MARKS AND ANNOTATIONS BLOCK".

2. List accessorial and protective services in the Marks And Annotations block as shown in table format below. Use the accessorial and protective service codes https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V_ACS_PRTCTV_SVC&skip=0&max=10.. The service code must appear for all services ordered. The units, qualifier, additional information, and service description will be included.

    Example:

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

3. Shipments for Other Than Billed Consignee or For Transshipment. Show the word "For" preceding the designation or name (full name or activity address code) of the ultimate receiver and destination. Enter all information, such as consignee number, shipment number, priority symbol, or requisition number.

4. Transportation Priority (TP). When a shipment is subject to the Military Standard Requisitioning and Issue Procedures, the TP (1, 2, or 3) will be shown prefixed with the letters "TP". The TP shown will be the Issue Priority Designator assigned to the shipment or the same Issue Priority Group. When the shipment consists of two or more items or shipment units, the TP to be shown will be for the block of shipment unit requiring the most expeditious service.

5. Desired/Required Delivery Date (DDD/RDD). Enter either DDD or RDD. The purpose of a DDD is to indicate to the carrier that delivery is desired on the date specified, and to provide a means for evaluating carrier performance. However, the DDD alone neither constitutes a legal implication that delivery must be made on the date specified, nor implies that special carrier services resulting in additional cost to the government will be performed or provided. Show only one DDD. Use the YearYearMonthMonthDayDay (YYMMDD) format. If expedited services are required, enter the RDD and the accessorial for expedited services. Show only one RDD. Use the YYMMDD format.

    Example: DDD = 050603
    RDD = 050223

6. Other Information. Other additional information or instructions to be shown (e.g., lighterage, refrigeration, icing, heaters, or similar requirements) when service is necessary.

7. Narcotics. The export permit number issued by Bureau of Narcotics.

8. Routing Instruction Notes (RIN). Enter all clear text RIN and their corresponding RIN numbers. The RIN number will precede, in parentheses, the clear text instruction of each note.

    Example: (111) "Shipper to load and consignee to unload"

9. Commercial Bill of Lading (CBL). Enter the CBL number.

    Example: CBL123456

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

SHIPMENT DETAIL INFORMATION. Use blocks (labeled Packages (No, Kind), HM, Description of articles, and Weight) to describe three sets of information. Starting on the cover sheet of the CBL, first, enter Hazardous Material (HAZMAT) certification, second, enter shipment totals information, and finally, enter line item information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET. The information will be clearly marked with the block name.

HAZMAT INFORMATION SET. If conveying HAZMAT, the following set of information must appear at the beginning of each HM line item of the CBL. If not conveying HAZMAT, go to the Shipment Totals Information Set and begin entering that information on the cover sheet.

Packages (No, Kind). (NOT USED)

HM. The description for HAZMAT in Description of Articles Block will be preceded by an "X" or "RQ".

    Description of Articles. HAZMAT subject to Department of Transportation regulations will be described in this Block. The description will be in accordance with regulations and directives governing the movement of HAZMAT on a CBL.

Weight. (NOT USED)

SHIPMENT TOTALS INFORMATION SET. (Blocks labeled Packages (No, Kind), HM, Description of articles, and Weight.) If conveying multiple line items. Calculate and enter this information on the cover sheet of the CBL after any HAZMAT information. If there is insufficient space on the cover sheet, continue entering the information on the CONTINUATION SHEET.

Packages (No, Kind). (NOT USED)

HM. (NOT USED)

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

    Weight. List the weights that correspond to the categories identified in Description of Articles Block above.

    Example 1.

Description of Articles	Weight
Freight =	9,700
Pallet =	50

Net =   9,750

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

Packages (No, Kind). Show the number of packages or containers, kind of package (for example: barrels, boxes, or crates) in the spaces provided. When articles are shipped on strapped pallets, show the number of containers or loose items on each pallet (e.g., six pallets of 24 boxes each). Do not show the number of articles or inner containers in any box, barrel, crate, or other receptacle. Except for shipment of bulk freight (e.g., coal, gravel, scrap), show the number of pieces or units in this block when articles are shipped loose. Refer to https://www-tmds.c2.amc.af.mil/TMDS/gettext.xsql?view_name=MM_VIEWS.V_TYPE_PACK for a list of valid package codes.

Example: 20 BX

HM. When a line item consists of HAZMAT, the description in the Description of Articles Block will be preceded by an "X" in this block.

Description of Articles.

1. Line Item Description. Enter the proper freight description and classification item for each article, identified as to Standard Transportation Commodity Code (STCC) National Motor Freight Classification (NMFC), or DOD-unique. The STCC item number will be used to identify articles shipped by rail. The NMFC item number will be used to identify articles shipped by all other modes. DOD-unique classification will be used to identify articles shipped using a DOD-unique commodity code. See https://www-tmds.c2.amc.af.mil/TMDS/getdata.xsql?skip=0&max=10&view_name=MM_VIEWS.V_DOD_UNQ_CMDTY_CLASS&cdi_schema=mm_metadata for a list of commodity codes. When a shipment consists of only one commodity, even when multiple listings of the same STCC, NMFC, or DOD-unique are shown, the freight classification number will be shown in the "Classification Item No." block. Otherwise, the "Classification Item No." will not be utilized. In addition, enter the Transportation Control Number (TCN) for each line item following this Regulation format. Enter the project code for each TCN. The CBL must have a complete and detailed description of package contents for clearance by customs officials in the destination country. Shippers must not describe cargo on the CBL using: Not Otherwise Specified "NOS", Said To Contain "STC", Freight All Kinds "FAK", Consolidated Cargo, General Merchandise, or No Description "Blank". Generic descriptions such as "aircraft part" or "electronic part" may result in delays in the customs clearance process and should not be used. The best available nomenclature based on National Stock Number and other data presented by the supply activity will be used.

2. Cube, Density, and Dimensions. When a carrier's tender rates are dependent on the cube, density, dimension, or type of material, such information will be shown.

3. Freight All Kinds (FAK). When it is determined that a FAK rate is advantageous to the Government, enter the term "Freight All Kinds". Refer to https://www-tmds.c2.amc.af.mil/TMDS/getdata.xsql?skip=0&max=10&view_name=MM_VIEWS.V_DOD_UNQ_CMDTY_CLASS&cdi_schema=mm_metadata for a list of DOD FAK commodity codes. FAK commodity codes must not be used for export shipments. Supporting documents will be retained by the issuing office.

4. Continuation Sheets. Use continuation sheets whenever the designated space of the basic CBL set is insufficient to list the articles constituting the entire shipment and other required information as prescribed above. Reserve sufficient space on the CBL to show the total number of continuation sheets used, the total weight shown thereon, the total number of units of equipment, and the total weight of the entire shipment. Also show the total weight of pallets and dunnage (rail only).

5. Weight. Enter four types of measurement data in this block.

   a. Listing Estimated Weights. When a reliable weight cannot be determined before shipment, an "Estimated" weight will be shown. In this case, the CBL will show "Estimated weight; weigh and correct".

   b. Listing Weights on CBLs. Opposite the description of articles and number of packages, there will be shown separately the aggregate weight in pounds of the total number of each different kind of loose piece, package, or container of the different kinds of articles. Do not enter the word "pounds" or any abbreviation or symbol for pounds. Make reference to minimum weights only when specified in ROs or ETRs. When more than one weight is indicated in this block, show the sum of all weights identified by the word "total".

   c. Listing Weight of Pallets, Platforms, Skids, and Dunnage (rail only). Many tenders make certain allowances for the transportation of pallets, platforms, skids, and dunnage used in connection with the movement of a shipment. However, to be accorded these allowances, it is necessary that the weight of these items be shown on the CBL separately from the weight of the freight being shipped, and also separately from the weight of any dunnage or other similar material.

6. Cubic Measurement. Always round this measurement up to the nearest whole number.

   a. Shipments Consigned to Seaports. When shipments are to be loaded on vessels or consigned to ports for later movement by water, the total measurement of the shipment in cubic feet will be shown on the CBL. When a shipment is made up of a number of items, the cubic measurement for each item, or group of items, and the total cube measurement of all items will be shown. If the number of items in the shipment is insufficient to require continuation sheets, the total cube measurement of all items will be shown in the lower right hand portion of the "Description of Articles" block of the CBL.

   b. Shipment by Motor Carrier. In addition to the provision above, when a motor carrier forwards shipments and transportation charges are based on cubic measurement or density per cubic foot, show the total measurement in cubic feet of the material loaded in or on the vehicle on the CBL. When a shipment is made up of a number of items, the cubic measurement for each item or group of items, and the total number of cubic feet will be shown.

   c. Shipments by Air. When shipments are forwarded by air freight or air freight forwarder, show the aggregate cubic measurement and, in addition, list the weight and cubic measurement of each piece or package separately in the "Description of Articles" block. For the purpose of determining cubic measurements, the greatest dimension of length, width, and height will be used.

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

TARIFF/SPECIAL RATE AUTHORITY BLOCK

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

2. Format. Separate the SCAC and tender number with space.

     Example: CFWY 600250

PICKUP SERVICE FURNISHED BLOCK.

1. Except as provided below, when pickup service is furnished by the carrier, the Block will be checked for all modes of transportation and initialed by any authorized person having knowledge of the facts. EXCEPTION: For rail or piggyback shipments, this Block will be checked only when the carrier furnishes a highway vehicle for movement of the shipment from the shipping activity to carrier's terminal.

2. Required Endorsement. When required pickup service (including multiple pickup) for which a tender or tender charge applies is performed by the carrier at the request of the shipper, place the following additional endorsement on the CBL:

     Pickup Service was Requested of and Performed by_____
                                                                                                (Carrier's Initial)

     _____, _____
          (Number)   (Stop(s) Made In Accompanying Pickup)

     _____
          (Name of Person Ordering Service)

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

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

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

     Example: 22605

STOP THIS SHIPMENT AT-STOP-OFF TO COMPLETE LOADING BLOCK. Enter the stop-off sequence number, stop-off reason code, and the nine-digit SPLC for each address. If the stop-off information does not fit in this block, enter "SEE CONTINUATION SHEET" in this block, and list the stop-off sequence, stop reason, SPLC, and code on the CONTINUATION SHEET. Clearly mark the information with "STOP-OFFS" block. The stop-off reason code can be UL for unload or LD for

load. See Line Item Information, for an explanation of line item and stop-offs. Continuation sheet can be used to include "in the clear" addresses for each stop-off.

Example: 1 UL 147225090

FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS BLOCK.

1. Initial and No. When other than a rail car, motor vehicle, or container is used, cross out the words "Car/Truckload/Container" shown in the printed space on the CBL and substitute the term, such as "plane" or "barge" to fit the mode of transportation. When initials and numbers do not identify carrier equipment, show the word "NONE".

2. More Than One Unit of Equipment. Data will be shown separately for each unit of equipment. When so identified, show the initials and number of each unit of equipment preceding such data in "Description of Articles" block.

3. Planeload Shipments. On planeload shipments show the aircraft initial and number.

4. Container Shipments. On container shipments also show the seal numbers applied to the container(s).

5. Seal Numbers. Show the ownership and numbers of seals applied by carriers or shippers to carrier equipment. When more than one transportation unit is covered by the CBL, indicate the identity of seals applied to each unit and the equipment breakout. If seals are applied to carrier equipment for the primary purpose of denying access to the shipment for security or other special reasons, annotate the CBL in the Marks And Annotations Block: "DO NOT BREAK SEALS EXCEPT IN CASE OF EMERGENCY OR UPON APPROVAL OF THE CONSIGNOR OR CONSIGNEE. IF FOUND BROKEN, OR IF BROKEN FOR EMERGENCY REASONS, CARRIER TO APPLY SEALS AS SOON AS POSSIBLE AND IMMEDIATELY NOTIFY BOTH THE CONSIGNOR AND CONSIGNEE".

6. Length/Cube.

   a. For "TYPE OF EQUIPMENT ORDERED," enter the three-digit equipment code from

      https://www-tmds.c2.amc.af.mil/TMDS/getdata.xsql?skip=0&max=10&view_name=MM_VIEWS.V_TRAN_EQU_TY&cdi_schema=mm_metadata. This must be accompanied by either length or cube capacity of the equipment. (Example: Line 1 = AV3, Line 2 = 53') If the shipment involves more than one piece of equipment, enter "SEE CONTINUATION SHEET" in Furnish Information on Car/Truckload/Container Shipments block and list the equipment information on the continuation sheet.

   b. For "TYPE OF EQUIPMENT FURNISHED", enter the three-digit equipment code from https://www-tmds.c2.amc.af.mil/TMDS/getdata.xsql?skip=0&max=10&view_name=MM_VIEWS.V_TRAN_EQU_TY&cdi_schema=mm_metadata. This must be accompanied by either length or cube capacity of the equipment. (Example: Line 1 = AV3, Line 2 = 53') If the shipment involves more than one piece of equipment, enter "SEE CONTINUATION SHEET" in Furnish Information on Car/Truckload/Container Shipments block and list the equipment information on the continuation sheet. Clearly label the information with Furnish Information on Car/Truckload/Container Shipments block.

      Example:

Initials & Nos.	Seal Numbers	Length/Cube		Marked/Capacity		Date Furnished
		Ordered	Furnished	Ordered	Furnished	
CSXT	124688	KF1	KF2			050910

| 159864 | 60' | 89' | 123,000 | 155,000 |

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

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

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

Example: 050604

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

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

MODE BLOCK. Enter the transportation mode code from https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V_D_LDNG_BL_TRNSPRTN_X12_CD&skip=0&max=10.

Example: B

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

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

TYPE RATE BLOCK. OPTIONAL.

PSC BLOCK. Enter the highest Protective Service Code (PSC) in this block. Shipments requiring transportation protective services during transit must show the X12 transportation PSC. See https://www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V_ACS_PRTCTV_SVC&skip=0&max=10. for the PSC list.

REASON BLOCK. (NOT USED)

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

BLOC BLOCK. The official BLOC of the installation or activity at which the CBL is issued will be shown in this block. For current authorized BLOCs, see the Table Management Distribution System website at: https//www-tmds.c2.amc.af.mil/TMDS/DTRdata.xsql?result=&view=V_GBLOC_DOM&skip=0&max=10.

Example: AGSK

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

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

DATED BLOCK. Show year, month, and day the contract, purchase order, or other authority must be shown. Use YYMMDD format.

F.O.B. POINT NAMED IN CONTRACT BLOCK. When the terms of the contract provide that transportation is at Government expense from a specified free on board point, such point and SPLC will be shown.

The following blocks are to be completed by delivering carrier.

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

B. INSTRUCTIONS FOR CORRECTION NOTICE TO CBLS

1. When a shipment as been picked up by the carrier and an alteration or correction is required to the documentation, the destination TO (or designee) will forward by e-mail or fax to the issuing TO the required correction to be incorporated prior to payment. Confirm the issuing TO has received the correction notice and annotated its records. Corrections that affect transportation charges or the actual freight charge can be made in the Third Party Payment System (TPPS) prior to carrier payment. If carrier is paid, a correction notice cannot be done. An eBill must be done in TPPS.

2. The correction notice will include no less than the following:

    a. CBL NUMBER. Identify the prefix, serial number, and suffix of the CBL being corrected. Limit correction notice to one CBL at a time.

    b. DATE CBL WAS ISSUED. Identify the issue date shown on the CBL being corrected in the generated format.

3. Identify in the correction notice when an alteration is required:

    a. TOTAL WEIGHT SHOWN ON CBL. Enter total weight shown on CBL. This total will include the weight of the pallets, skids, and dunnage.

    b. ORIGIN. Enter name of shipping point shown on CBL. This will be the point at which the origin transportation company actually took possession of the shipment.

    c. DESTINATION. Enter destination information shown in the CBL.

    d. ISSUING OFFICE. Enter name of the activity issuing CBL. Enter the BLOC.

    e. TO. Enter name and address (including ZIP code) of activity to which the correction notice is to be sent.

    f. PAYMENT DATA. Self-explanatory.

    g. FROM. Enter name and address (including ZIP code) of activity issuing the correction notice.

    h.   BILL OF LADING NOW READS.

4. Enter information from the CBL, which is to be corrected. If correction notice is issued to include information omitted from the CBL, enter the words "Information Omitted" in this block.

5. If there is a change in the "ESTIMATE" charges block for a TTC CBL, enter the original charge.

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

6. Enter information to be shown on the corrected CBL.

7. If a diversion/reconsignment applies, enter the locations here.

   Example:

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

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

   Example: ESTIMATE BLOCK SHOULD READ: {adjusted charge}

       a.   AUTHORITY FOR CORRECTION. Enter any information that justifies the correction. This may be the tender or classification item number, regulatory reference. In the absence of specific authority, enter one or more of the paragraph numbers in this section.

       b.   REMARKS. Include TENDERED TO CARRIER SCAC from the original CBL.

9. When a DD Form 361 (Transportation Discrepancy Report) has been issued against the CBL being corrected, enter File Reference Number of the DD Form 361.

10. This Block may also be used for other remarks.

       a.   INFORMATION COPY. Enter name and address (including ZIP code) of all recipients of this correction notice, excluding addressee shown in the block titled "TO" and the issuing activity shown in block titled "FROM".

       b.   SIGNATURE AND TITLE OF INITIATING OFFICIAL. Self-explanatory.

       c.   CARRIER REPRESENTATIVE'S SIGNATURE. Self-explanatory.