MILITARY SURFACE DEPLOYMENT & DISTRIBUTION COMMAND

CONVERTING SIT
TO MEMBER'S EXPENSE
QUICK REFERENCE GUIDE

1M1H1P

BACKGROUND

In DPS Release 1.4.08, the "SIT Convert to Customer's Expense" process was changed. This document walks the PPSO through the current procedures for "Converting SIT to Customer's Expense".

There are some shipments that have negative days showing in the "SIT Days Remaining" column. PPSO is required to "extend" the date to cover the negative days before converting shipment.

If the shipment does not have any negative days, the PPSO can go directly to Step 6 and convert the shipment.

PPSO cannot convert a shipment to commercial storage prior to contacting the member/employee or their duly appointed representative in accordance with Service policies and procedures.

TSPs shall be paid for all storage days by the government in accordance with solicitations until the date the shipment is converted in DPS.
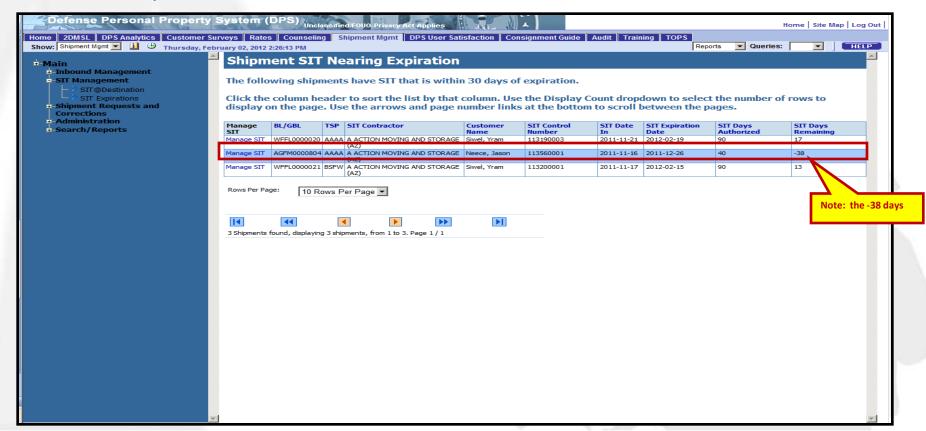
STEP 1

Using the Inbound user role, select "SIT Management", then select "SIT Expiration" which takes you to the "Shipment SIT Nearing Expiration" page.

Look at SIT Days Remaining block. If there are negative days remaining, you need to "Extend SIT" before converting. This shipment has 38 negative, so the next step is to first extend the shipment storage days.

Select the shipment you wish to convert by clicking "Manage SIT", which takes you to the "Manage Shipment SIT" page
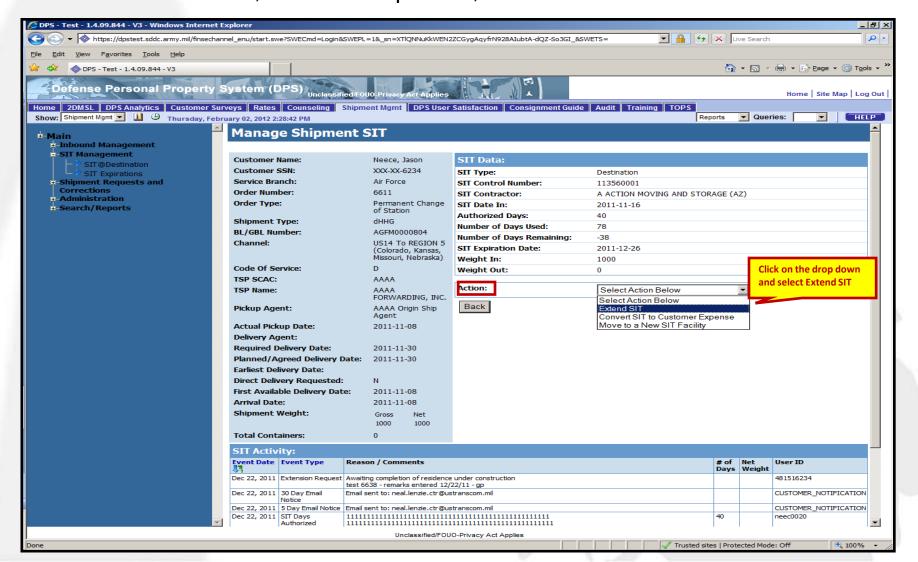
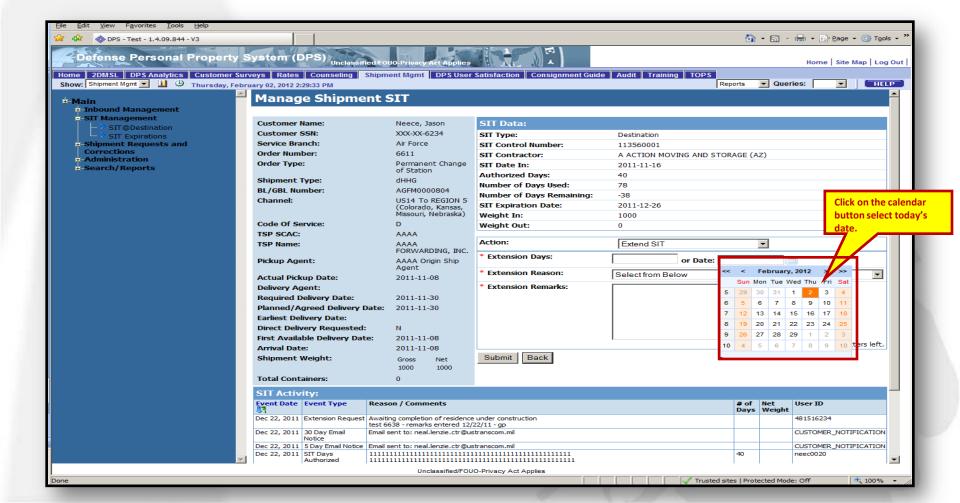NOTE: You may want to write down the GBL number as a reference.

STEP 2

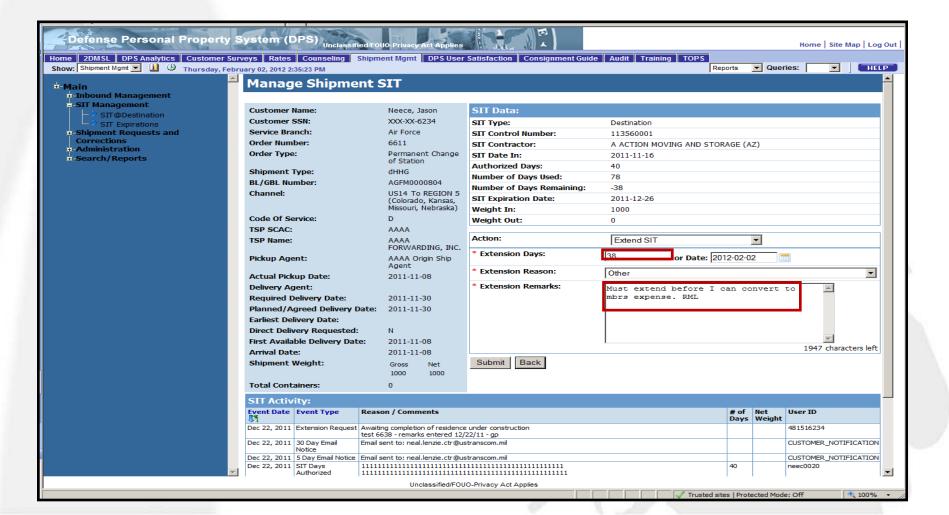Go to the "Action" line, click the drop down, and select "Extend Sit".

STEP 3

Next, click the "Calendar" icon to open. Select current date you are taking the extension action. DPS will automatically update the "SIT Days Authorized" and provide "Extension Days".
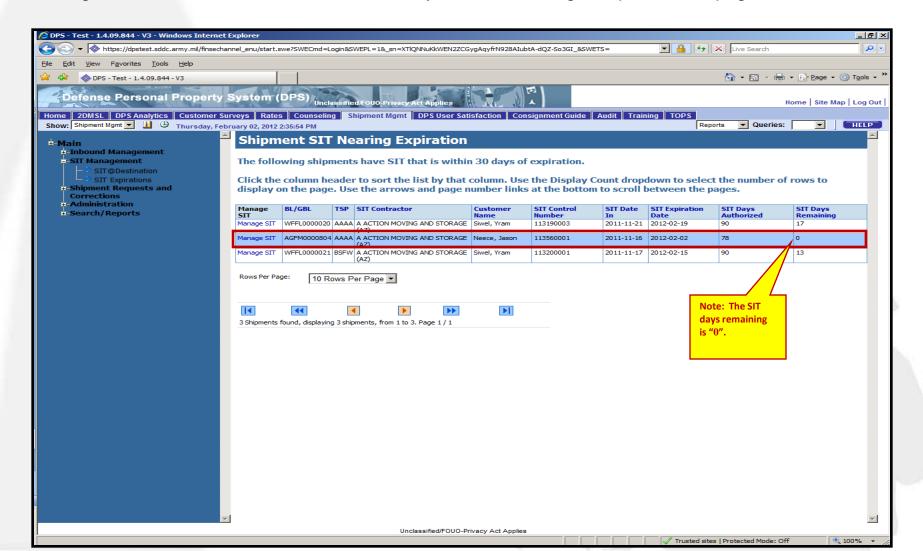
STEP 4

Next, select an "Extension Reason". Use the drop down box and select "Other". You must put comments in the "Extension Remarks" block. After entering the remarks, click "Submit". DPS will take the PPSO user back to the "Manage Shipment SIT" page.

STEP 5

The record now shows "0" SIT days remaining. The next step is to perform the conversion action.   Click "Manage SIT" on the same BL/GBL which takes you to the "Manage Shipment SIT" page.
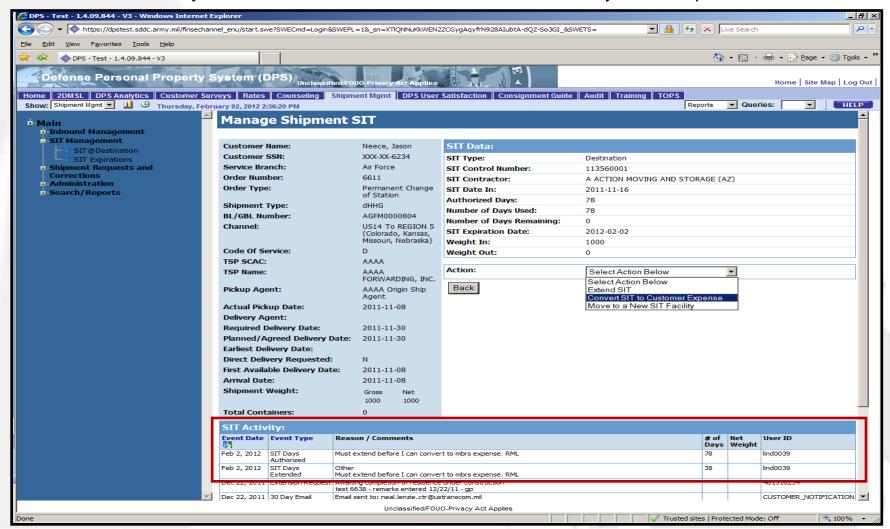
STEP 6

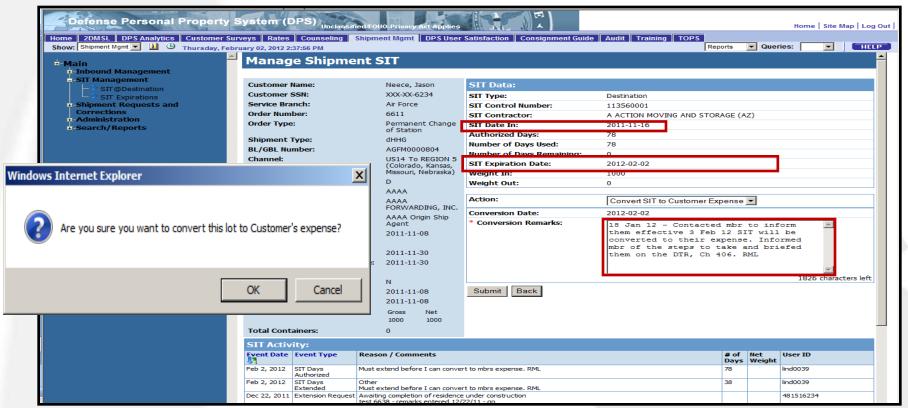Go to the "Action" line, click the drop down and select "Convert SIT to Customer Expense".

Note: The "SIT Activity" section at the bottom of the screen tracks activity of the shipment.

STEP 7

The "Conversion Date" is pulled from the new "SIT Expiration Date". You must input conversion remarks (see example words below) Click "Submit" to update. A popup appears confirming the conversion action. Click "OK". DPS returns user back to the "Shipment SIT Nearing Expiration" page.
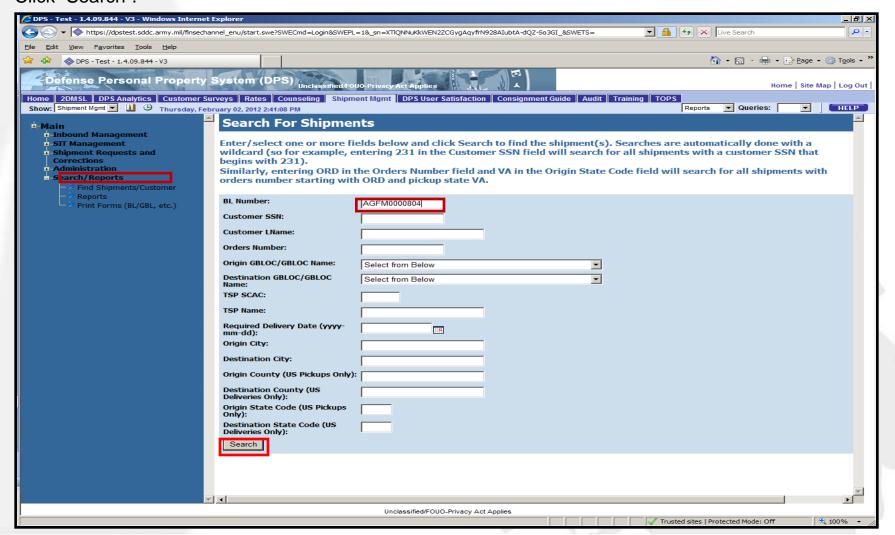NOTE: Once changes are submitted, DPS will not allow the PPSO user to undo this action.

Shipments converted to customer's expense in error and discovered after the effective date/time of conversion (0001/1201 AM) cannot be unconverted. If error is found before conversion date/time, the PPSO shall issue the TSP a manual DD1857 reversing the conversion action and extending the SIT.
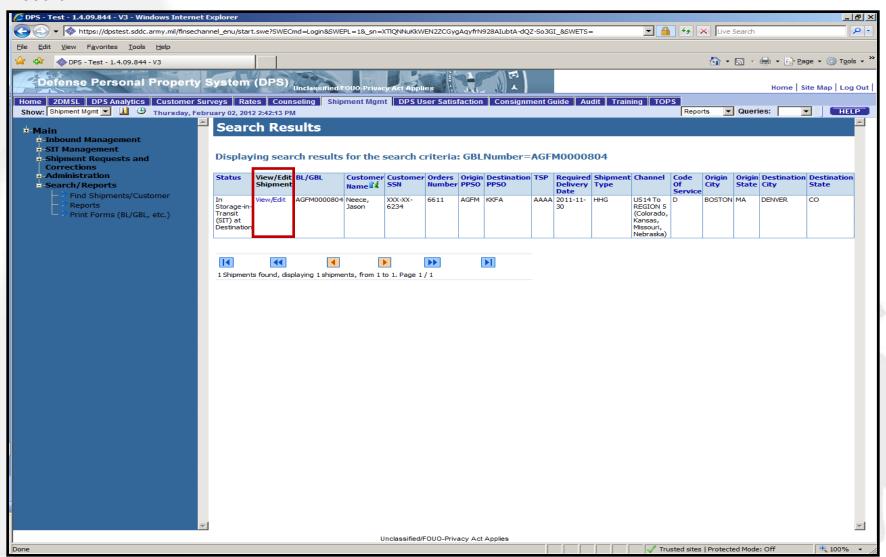
STEP 8

The next step is to update the Shipment Primary Delivery Address location as the SIT warehouse. Click on "Search/Reports", select "Find Shipments/Customer", enter the BL/GBL you extended/converted. Click "Search".
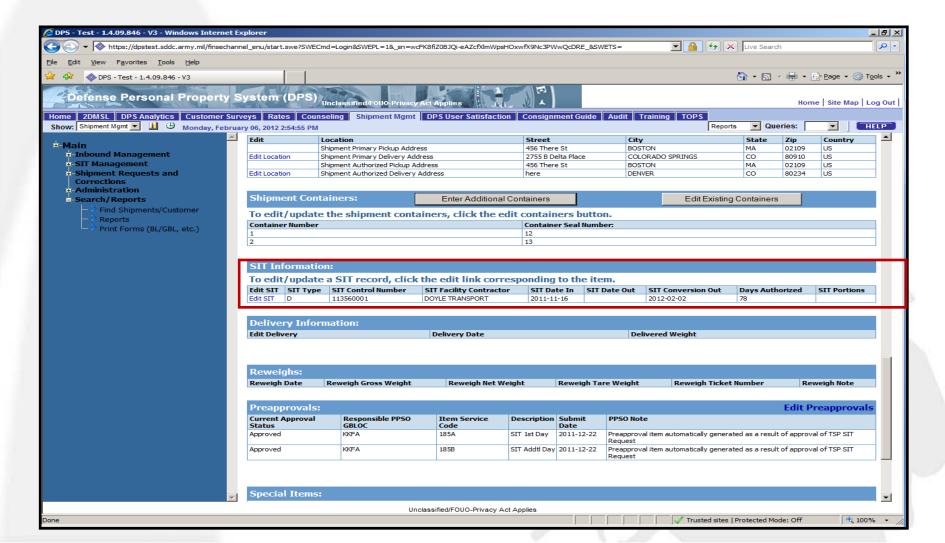
STEP 9

You need to verify the SIT warehouse street address before you update. Click "View/Edit" to open the record.

STEP 10
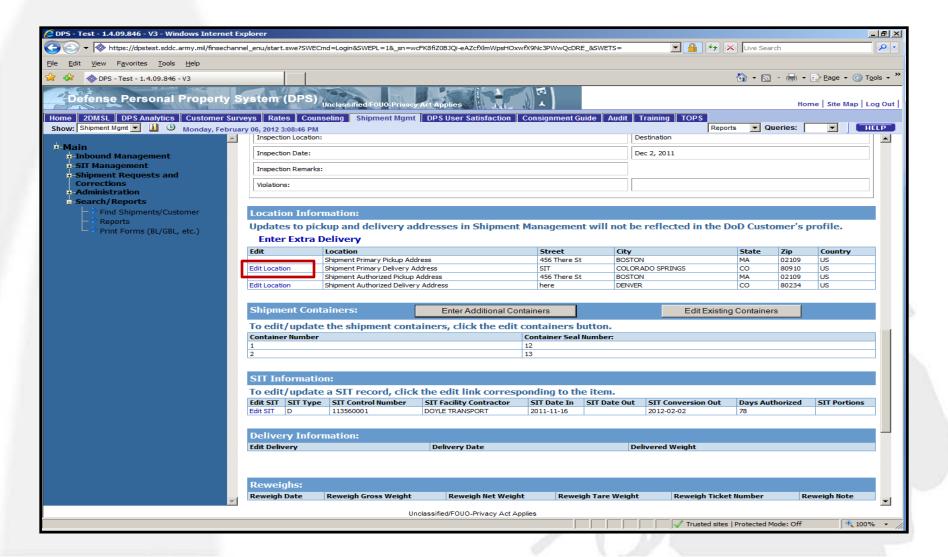
In "SIT Information" section, click on "Edit SIT".

STEP 11

Write down the address and click "back" to return to previous page.

STEP 12

Click "Edit Location" for the Shipment Primary Delivery Address.

STEP 13

Update the "Street Address" to reflect the SIT warehouse address (Example: (WHA) 2755 B Delta Place). Click "Continue".

NOTE: Warehouse Address (WHA) indentifies shipment was converted to customer's expense.

STEP 14

Verify updated warehouse facility's address is correct. Click "Save and Continue".

STEP 15

Congratulations, you have successfully updated the record to show "Converted to Customer's Expense".

STEP 16

The shipment status will not change until the next day (effective after midnight expiration).

PPSO'S RESPONSIBILITIES

Prior to shipment being "Converted to Customer's Expense", PPSO shall contact the member/employee and provide them with the wareho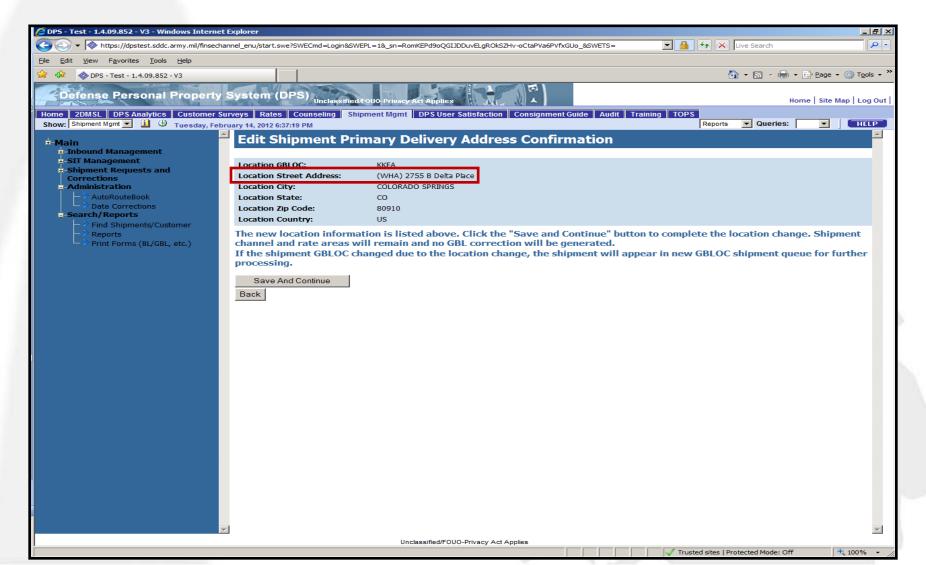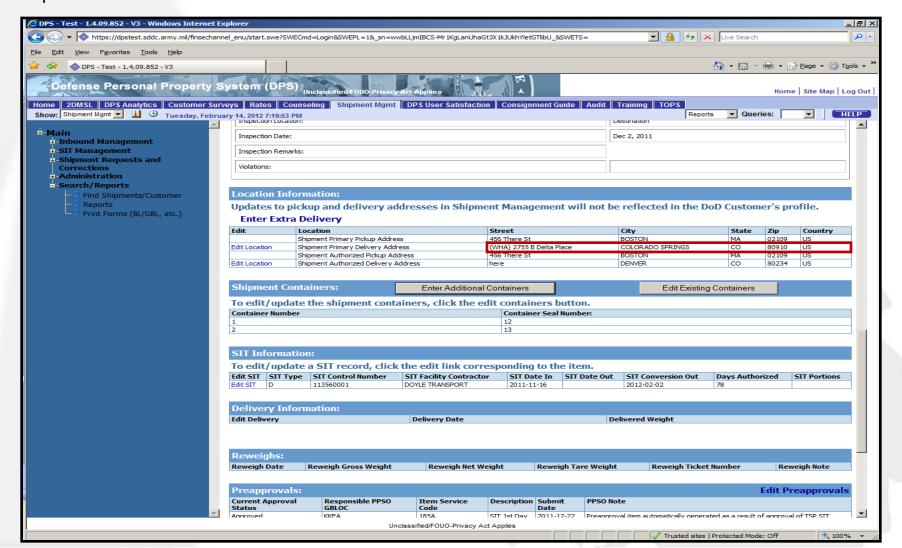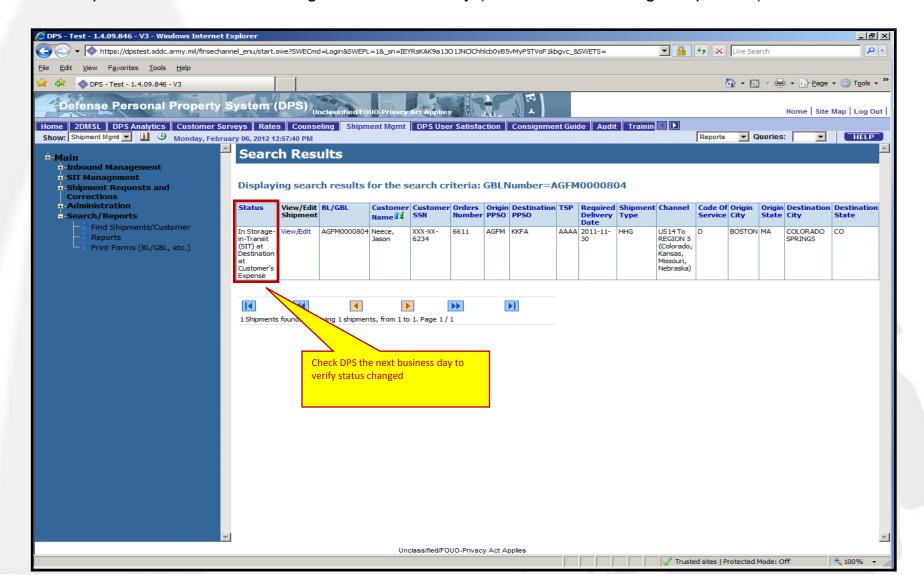use information. PPSO will provide member/employee guidance on what they need to do and what charges they are liable for.

PPSO shall inform member/employee, they are required to pay the warehouse/agent for storage costs only and NOT for the delivery of the shipment. When member/employee is ready for delivery, they shall notify PPSO. PPSO will contact warehouse reference delivery request. If there are any questions/concerns during the time of delivery, member/employee must contact the PPSO.

PPSO shall provide the warehouse/agent a copy of the DD1857. This informs the warehouse/agent of the effective date of the commercial storage.

Note: Recommend the Inbound section pull a report in DPS Analytics for shipments that had been "Converted to Customer's Expense" and provide the report to the invoicing personnel/section. The certifier shall use report to very TSP is submitting appropriate refund for nonperformance of unpacking.

TSP RESPONSIBILITIES

After the effective date of the conversion has been met, TSP shall update shipment status to "Delivered Complete". In this example, the effective date is 3 Feb 12 (i.e. 3 Feb 12, 00:01 AM). On 3 Feb 12 TSP will update shipment status to "Delivered Complete".

TSPs are required to refund any prepayments due to the non performance of <u>unpacking</u>. TSPs shall submit the refund on the same invoice for the final storage payment.

Domestic - TSP shall refund the prepayment of unpacking that is combined with full packing under item code 105A. In order to refund the unpacking, TSP shall use the "Misc" item code (223A) with a note explaining refund. The appropriate unpacking amount due is IAW the 400NG Baseline rates.

International – For HHGs, TSP shall summit a SFR refund ($3.00 CWT) for non-performance of unpacking. TSP shall submit the refund using Item code 522D.

Please send all questions/concerns on this process to sddc.safb.ppops@us.army.mil or usarmy.scott.sddc.mbx.omb-for-pp-ops@mail.mil , any billing questions send to usarmy.scott.sddc.mbx.omb-for-billing-issues@mail.mil.