

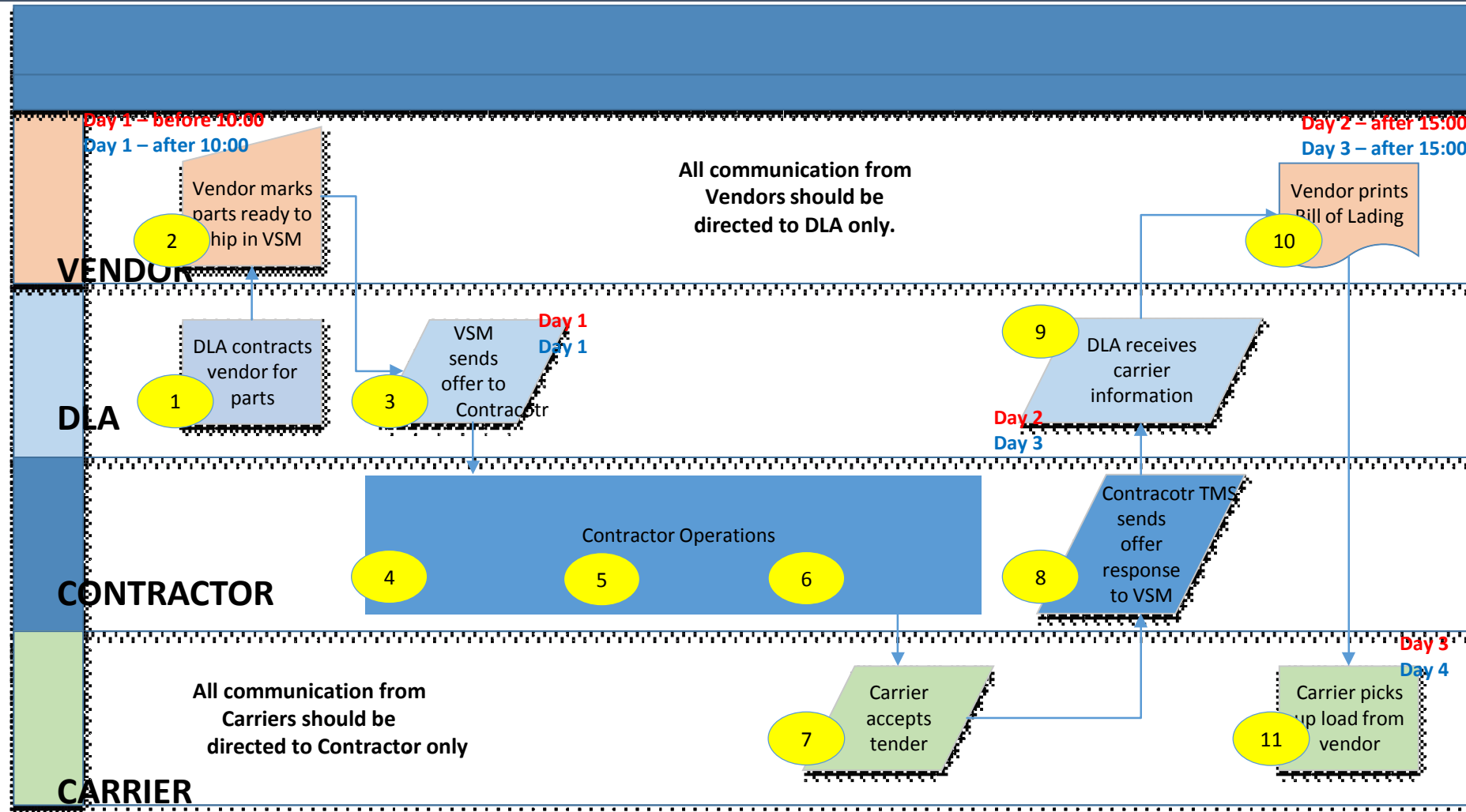
FDT Program Requirements

- **Pickup and deliver first destination freight**
- **Includes less than truckload (LTL) and truckload (TL)**
- **Does NOT include parcel or air**
- **Standard Timing:**

<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
Orders entered by 10:00 ET	BOL printed after 15:00 ET	Shipment picks up	
Orders entered after 10:00 ET		BOL printed after 15:00 ET	Shipment picks up

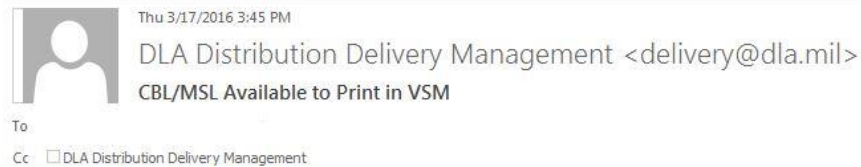
* Exception to this chart: Vendors may select a future date to schedule pickup at a later date.

Process Flow



Pickup Requirements

- Once Bill of Lading (BOL) is available, freight must be ready to ship
- All required information will be provided via email (see below)
- Ensure freight is ready prior to scheduled pick up



This message is best viewed in HTML.

Please be informed there are CBL/MSL(s) available to print in VSM.

The shipments available to print are:

MASTER BILL NBR	SCN	CBL	VIA CARRIER
12898461	16ACA5DP		RELIABLE TRANSPORTATION SOLUTIONS

The carrier should arrive at your location NLT COB on 03/21/2016. The driver will reference the above SCN or Master Bill Number.

If there are any issues, please contact our office before sending the driver away with no freight. Our office telephone number is 1-800-456-5507, hours of operation are 0600 – 1700 Eastern Time.

Thank you,

VSM Transportation Office
Delivery @ dla.mil
1-800-456-5507

This is a systemically generated email. For assistance email Delivery@dla.mil.

Sample Bill of Lading (BOL)

09721824		COMMERCIAL BILL OF LADING		ORIGINAL	B/L NO. ► 14A4P5DP
1. TRANSPORTATION COMPANY TENDERED TO [REDACTED]	2. SCAC [REDACTED]	3. DATE B/L PREPARED 140207 (YYMMDD)	4. ROUTE ORDER/RELEASE NUMBER RTDTCILT		
5. DESTINATION (Name, Address and ZIP code) 2001 NORMANDY DRIVE DOOR 113 TO 134 NEW CUMBERLAND PA 17070-5002	6. SPLC (Dest.) 209405250	8. ORIGIN (Name, Address and ZIP code) FISKARS BRANDS 14200 SW 72ND AVENUE PORTLAND OR 97224-0000			
7. SPLC (Orig.) 853470044					
9. CONSIGNEE (Name, Address and ZIP code of installation) W1BG DLA DISTRIBUTION DDSP NEW CUMBERLAND FACILITY 2001 NORMANDY DRIVE DOOR 113 TO 134 NEW CUMBERLAND PA 17070-5002	10. GBLOC (Cons.) IOOI	11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000			
12. APPROPRIATION CHARGEABLE S2NF		13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) 3RD PARTY BILL DIRECT TO MENLO US-B ANK PO BOX 790428 ST LOUIS MO 63179			
14. VIA (Route shipment when advantageous to the Government) [REDACTED] TERMS: MILEAGE: 2713					
15. MARKS AND ANNOTATIONS DEL ISSUES CALL MENLO 800-301-8176 THIS US GOVERNMENT SHIPMENT IS SUBJECT TO THE TERMS AND		TP-3 MDD-140220 (YYMMDD)			

Contractor

Shipment

BOL #

Carrier SCAC

Pickup Requirements (continued...)

- Driver will have the Shipment Control Number (SCN), Master Bill Number (MBN) or BOL Number
- If driver does not have the SCN, MBN or BOL number, instruct driver to call their dispatcher as the primary resource or XPO

SCN #


12919274		COMMERCIAL BILL OF LADING		ORIGINAL		B/L NO. 16AD3LDP	
1. TRANSPORTATION COMPANY TENDERED TO		2. SCAC		3. DATE B/L PREPARED 160323 (YYMMDD)		4. ROUTE ORDER RELEASE NUMBER RTDTCILT	
5. DESTINATION (Name, Address and ZIP code) ASARS 1C BAY 6 TOBYHANNA PA 18466-5050		6. SPLC (Dest.) 2022290000 7. SPLC (Orig.) 2073100000		8. ORIGIN (Name, Address and ZIP code) LARKOS PACKING AND DISTRIBUTION INC 1300 STEEL RD WEST SUITE 4 MORRISVILLE PA 19067-0000			
9. CONSIGNEE (Name, Address and ZIP code of installation) WOML USA DEP TOBYHANNA SQUIRE STREET ASARS 1C BAY 6 TOBYHANNA PA 18466-5050		10. GBLOC (Cons.) IOOI		11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000			
12. APPROPRIATION CHARGEABLE S2NF				13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) 3RD PARTY BILL DIRECT TO MENLO US-B ANK PO BOX 790428 ST LOUIS MO 63179			
14. VIA (Route shipment when advantageous to the Government) TERMS: MILEAGE: 92				15. MARKS AND ANNOTATIONS DEL ISSUES CALL MENLO 800-301-8176 THIS US GOVERNMENT SHIPMENT IS SUBJECT TO THE TERMS AND			

MBN #

MSTR00022677		COMMERCIAL BILL OF LADING		ORIGINAL		B/L NO. 16AD5LDP	
1. TRANSPORTATION COMPANY TENDERED TO		2. SCAC		3. DATE B/L PREPARED 160323 (YYMMDD)		4. ROUTE ORDER RELEASE NUMBER RTDTCILT	
5. DESTINATION (Name, Address and ZIP code) 2001 NORMANDY DRIVE DOOR 113 TO 134 NEW CUMBERLAND PA 17070-5002		6. SPLC (Dest.) 206721000 7. SPLC (Orig.) 6848000000		8. ORIGIN (Name, Address and ZIP code) HDT VEHICLE COMPONENT SALES, INC. 18207 CHISHOLM TRAIL, SUITE 214 HOUSTON TX 77060-0000			
9. CONSIGNEE (Name, Address and ZIP code of installation) W1A8 DLA DISTRIBUTION DDSP NEW CUMBERLAND FACILITY 2001 NORMANDY DRIVE DOOR 113 TO 134 NEW CUMBERLAND PA 17070-5002		10. GBLOC (Cons.) IOOI		11. SHIPPER (Name, Address and ZIP code) T.O. DLA DISTRIBUTION NEW CUMBERLAND, PA 17070-5000			
12. APPROPRIATION CHARGEABLE S2NF				13. BILL CHARGES TO (Dept./Agency, Bureau/Office mailing address and ZIP code) 3RD PARTY BILL DIRECT TO MENLO US-B ANK PO BOX 790428 ST LOUIS MO 63179			
14. VIA (Route shipment when advantageous to the Government) TERMS: MILEAGE: 1430				15. MARKS AND ANNOTATIONS DEL ISSUES CALL MENLO 800-301-8176 DLA DISTRIBUTION SUSQUEHANNA ENFORCES THE REAL ID ACT OF 2005.			

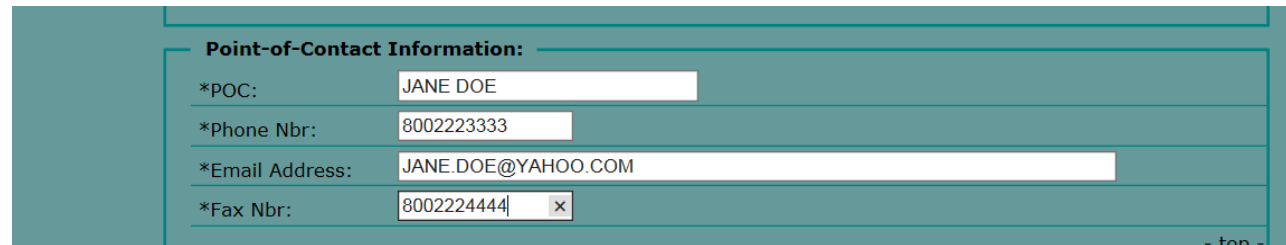
Pickup Requirements (continued...)

- Carrier assigned to pickup is printed on the BOL in Block 14
 - If SCAC on BOL does not match SCAC of the driver at pickup, do not release freight, **contact DLA**
 - If freight is released to wrong carrier, **vendor is liable** for transportation charges

12. APPROPRIATION CHARGEABLE	
S2NF	Carrier SCAC
14. VIA (Route shipment when advantageous to the Government)	
	TERMS: MILEAGE: 2713
15. MARKS AND ANNOTATIONS	
DEL ISSUES CALL MENLO 800-301-8176	
THIS US GOVERNMENT SHIPMENT IS	
SUBJECT TO THE TERMS AND	

Recommended Best Practices

- Ensure contact information is current in VSM

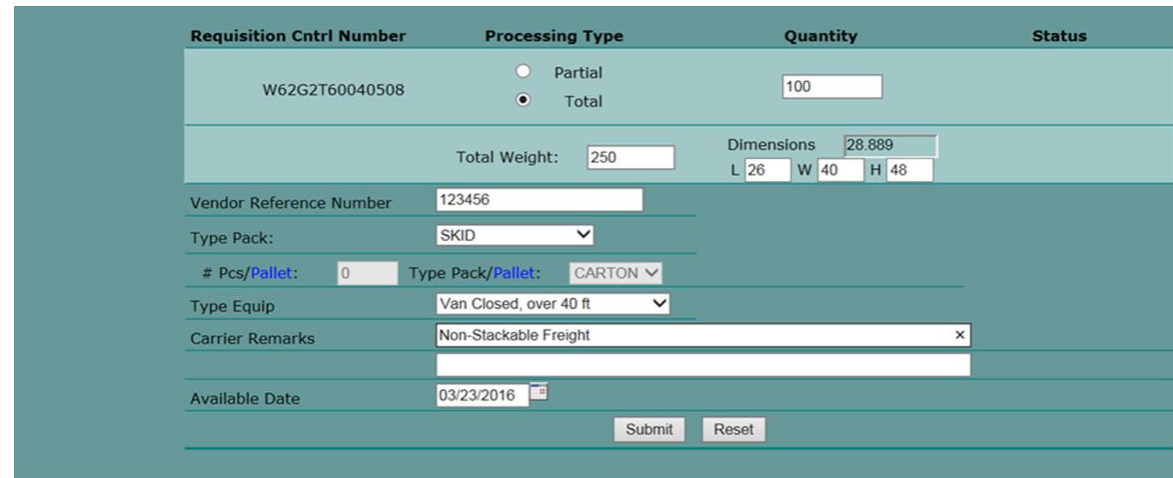


Point-of-Contact Information:

*POC:	JANE DOE
*Phone Nbr:	8002223333
*Email Address:	JANE.DOE@YAHOO.COM
*Fax Nbr:	8002224444 x

- top -

- Add notes in VSM if freight is or is not stackable

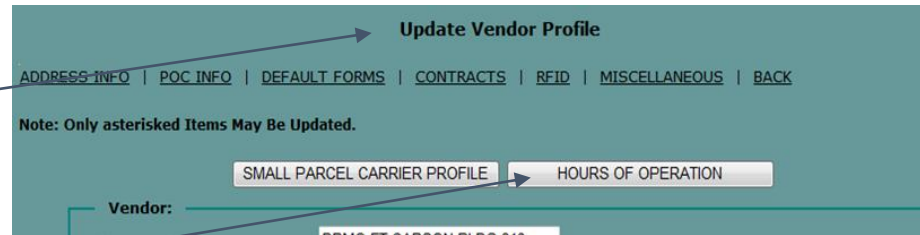


Requisition Cntrl Number	Processing Type	Quantity	Status
W62G2T60040508	<input type="radio"/> Partial <input checked="" type="radio"/> Total	100	
Total Weight: 250		Dimensions 28.889 L 26 W 40 H 48	
Vendor Reference Number	123456		
Type Pack:	SKID		
# Pcs/Pallet:	0	Type Pack/Pallet:	CARTON
Type Equip	Van Closed, over 40 ft		
Carrier Remarks	Non-Stackable Freight x		
Available Date	03/23/2016		
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Recommended Best Practices (continued...)

- Ensure current SHIPPING hours loaded in VSM

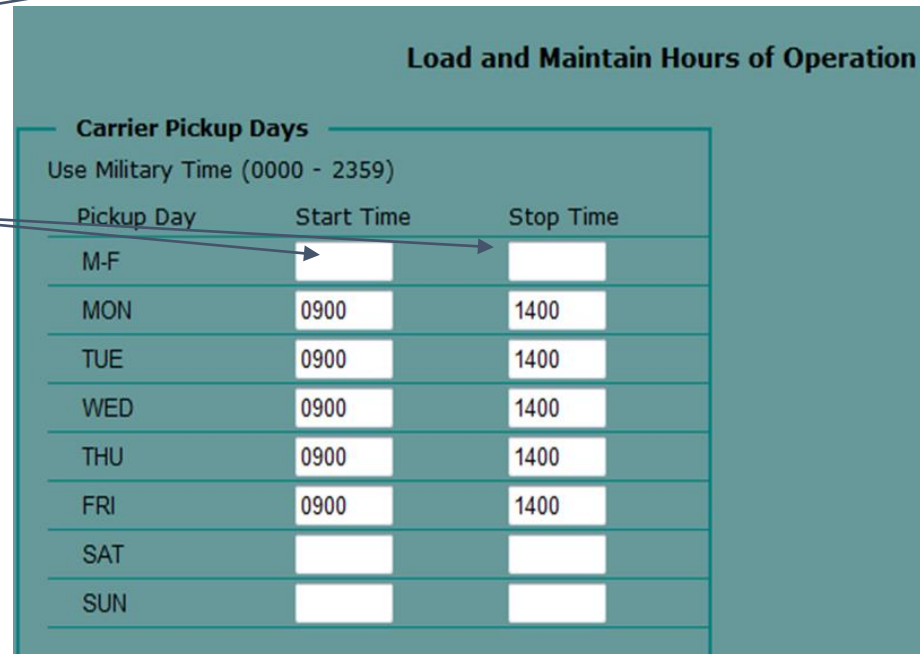
Go To Maintenance/Update Vendor Profile



The screenshot shows the 'Update Vendor Profile' page. At the top, there is a navigation bar with links: ADDRESS INFO, POC INFO, DEFAULT FORMS, CONTRACTS, RFID, MISCELLANEOUS, and BACK. Below this is a note: 'Note: Only asterisked Items May Be Updated.' There are two tabs: 'SMALL PARCEL CARRIER PROFILE' and 'HOURS OF OPERATION'. The 'HOURS OF OPERATION' tab is selected. Below the tabs is a 'Vendor:' label followed by a text input field containing 'BRUCE STREET CARRIER LLC 310'.

Select "Hours of Operation"

Enter hours accordingly



The screenshot shows the 'Load and Maintain Hours of Operation' page. It has a title 'Load and Maintain Hours of Operation'. Below the title is a section 'Carrier Pickup Days' with the instruction 'Use Military Time (0000 - 2359)'. There is a table with three columns: 'Pickup Day', 'Start Time', and 'Stop Time'. The table has rows for M-F, MON, TUE, WED, THU, FRI, SAT, and SUN. The 'M-F' row has arrows pointing to the 'Start Time' and 'Stop Time' input fields. The other rows have pre-filled values: MON (0900, 1400), TUE (0900, 1400), WED (0900, 1400), THU (0900, 1400), and FRI (0900, 1400). The SAT and SUN rows have empty input fields.

Pickup Day	Start Time	Stop Time
M-F		
MON	0900	1400
TUE	0900	1400
WED	0900	1400
THU	0900	1400
FRI	0900	1400
SAT		
SUN		

Recommended Best Practices (continued...)

- If driver calls for directions, instruct them to call their dispatcher
- If driver does not show up as expected, **contact DLA**
- Driver or equipment issues, **contact DLA**
- Ensure multiple users have access to VSM to prevent freight delays if one person is out
- Ensure all shipping points are loaded into VSM – ensure correct pickup address selected on order to prevent additional charges for rescheduled pickups
- Ensure correct pieces, weight & dimensions are entered to ensure correct equipment is ordered