

# U.S. Government Freight Transportation Handbook



January 2012

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## **FOREWARD**

The General Services Administration prescribes regulations governing the use of the U.S. Government Bill of Lading – International and Domestic Overseas Shipments, U.S. Government Bill of Lading – Privately Owned Personal Property, commercial bills of lading, and electronic bills of lading that are referenced in 41 CFR 102-117 and 118.

This handbook is developed to assist administrative and fiscal personnel who prepare and process bills of lading but are not directly involved in making freight or express shipments, as well as those employees directly involved in supply and distribution activities. Careful application of the principles and instructions in this handbook will result in greater efficiency in the shipping and receiving operations of 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 102-117.

This guide is available to government agencies and TSPs. You may download a copy of this handbook in .pdf format at <http://www.gsa.gov/transaudits>.

## **IT'S THE LAW!**

Agencies and Transportation Service Providers (TSPs) must consult 31 U.S.C. 3726, 41 CFR 102-118, and the U.S. Freight Transportation Handbook for detailed information on the regulations listed below.

### **Agency Transportation Requirements**

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

Standard Form 1103, U.S. Government Bill of Lading may not be used for domestic shipments. §102-118.115.

All transportation bills whether paper or electronic must undergo a prepayment audit program. Agencies are required to establish a prepayment audit program and submit their prepayment audit plan to General Services Administration (GSA) for approval.  
§ 102-118.290, § 102-118.270, § 102-118.25, § 102-118.325

All agencies must forward **all** transportation bills, including supporting documents, to GSA, Transportation Audits Division (QMCA), 2200 Crystal Drive, Crystal Plaza 4, Suite 300, Arlington, VA 22202 for a postpayment audit. §102-118.425 § 102-118.445

Agencies must forward all electronic transportation billing records along with relevant backup documents to GSA, Transportation Electronic Library (QMCAB), 2200 Crystal Drive, Crystal Plaza 4, Suite 300, Arlington, VA 22202. § 102-118.80

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

### **Transportation Service Provider Requirements**

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

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), GSA 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 102-118.440). Therefore GSA is responsible for:

- Monitoring and reviewing agency prepayment audit process.
- Performing a postpayment audit on all Agency transportation documents.
- Educating Agencies on proper submission of paid transportation documents.

### **Will Your Agency Welcome A Visit?**

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

Is your agency conducting a prepayment audit? If not, your agency could be allowing thousands of dollars to go undetected. That's money that could be returned to your agency's budget. GSA would like to offer assistance.

GSA has contracts with commercial auditing firms to provide prepayment audit services for freight, household goods and passenger services to agencies. We will review your agency's payment process and submission of documents, bills of lading and supporting documents, small package shipping documents, purchase orders, and travel documents. Then offer assistance and directions on how your agency can effectively perform a prepayment audit, submit post payment documents, and more. To request a visit email [Audit.Policy@gsa.gov](mailto:Audit.Policy@gsa.gov). In the subject section of your email type, "Prepayment Audit Service Request."

## CHAPTER 1 INTRODUCTION

Bills of lading are documents that are essential to the conduct of day-to-day government operations when transportation of supplies, materials, personal property, and household goods is required and when freight charges are to be paid by or on behalf of the government directly to the TSP. Bills of lading may be used for all modes (rail, motor, air, inland water, ocean, express, freight forwarders, and pipeline) of transportation.

The Government Bills of Lading are designed to meet the requirements of government shipping and receiving activities, audit requirements of the General Services Administration (GSA), and recordkeeping and billing needs of commercial TSPs. Copies of the completed bills of lading may serve as:

- Listing of material(s) shipped
- Contract of carriage
- Shipping order
- Documentary evidence of title
- TSP's waybill
- Freight bill to the government
- Notice of condition of shipment at final destination
- Authorization of shipment

### Types of bills of lading used by the U.S. government

- 1.) Commercial bill of lading,
- 2.) Standard Form 1103, U.S. Government Bill of Lading – International and Domestic Overseas Shipment,
- 3.) Standard Form 1203, U.S. Government Bill of Lading--Privately Owned Personal Property, and
- 4.) The electronic bill of lading is used in various commercial and government agency automated transportation systems.

### Control and Accountability

Agencies shall maintain accountability records and physical control of all issued and unused bills of lading. Employees who are responsible for the issuance and use of the bill of lading shall be held accountable for the disposition of these forms.

### Prohibitions

The issuance of a bill of lading after performance of freight service is prohibited. The issuance of a duplicate bill of lading 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    COMMERCIAL BILL OF LADING (CBL)**

The CBL should be used to the maximum extent possible in the transportation of domestic freight.

### Description and Use

The CBL is designed in accordance with individual Transportation Service Provider (TSP) specifications. When used for the transportation of goods and services for the United States the same rules and conditions that govern commercial shipments apply, except as provided in Title 41 CFR 102-118 of the Code of Federal Regulations. CBLs are subject to the terms and conditions set forth for Standard Form (SF) 1103, U.S. Government Bill of Lading – International and Domestic Overseas Shipment, and any other applicable contract or agreement of the TSP for the transportation of shipments for the United States on U.S. Government Bills of Lading (GBLs).

A CBL represents the receipt of goods, the contract of carriage and is documentary evidence of title to goods, and must contain a description of the articles comprising the shipment. Presented with the SF 1113, Public Voucher for Transportation Charges, the CBL serves as a freight bill in the collection of transportation charges. It also must contain information needed by the government shipping and accounting officers, including contract and fiscal authorizations.

Shipments for express courier or small package shipments moving on CBLs should not be billed to the government on SF 1113s. These shipments should be billed to the government using the commercial invoicing documents including government charge cards.

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

A TSP or TSP's agent must sign and date the original CBL, thereby certifying that he has received the shipment. Subsequent to delivery, a TSP must certify delivery by annotating the CBL with the date and place of delivery. At the time of delivery, any loss or damage and/or shortage must be noted, signed by the consignee, and acknowledged by the signature of the TSP's agent.

## **PREPARING THE COMMERCIAL BILL OF LADING (CBL)**

Although the CBL is a commercial document, it must reflect certain information required on the GBL. In addition to the information customarily entered on the CBL, 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 CBL. 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 CBL 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 CBL must be so annotated by the TSP.

### Shortage, Loss, or Damage

Shortage, loss or damage reports should not be made on CBL's but on shipment discrepancy forms, prescribed by the government department or agency concerned with the shipment. Agencies may also use Standard Form (SF) 362, U.S. Government Freight Lost/Damage Claim, or SF 364, Report of Discrepancy (ROD). These forms can be downloaded in .pdf format from [www.gsa.gov/forms](http://www.gsa.gov/forms).

### Lost Commercial Bill of Lading

When the original CBL 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 CBL 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), 2200 Crystal Drive, Crystal Plaza 4, Suite 300, Arlington, VA 22202.

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

Standard Form (SF) 1103, U.S. Government Bill of Lading – International and Domestic Overseas Shipments (GBL) should be used solely for international shipments, including domestic offshore shipments. This form can be downloaded from the General Services Administration (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								ORIGIN NAME AND ADDRESS		1																															
5								6		4																															
CONSIGNEE (Name and full address of installation)								SHIPPER NAME AND ADDRESS																																	
9								10		11																															
APPROPRIATION CHARGEABLE								BILL CHARGES TO (Dept./agency, bureau/office, mailing address and ZIP code)		AGENCY LOC CODE																															
12								13		14																															
VIA (Route shipment when advantageous to the Government)								15																																	
MARKS AND ANNOTATIONS																																									
16																																									
<table border="1"> <thead> <tr> <th colspan="3">PACKAGES</th> <th rowspan="2">DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)</th> <th rowspan="2">19. WEIGHTS* (Pounds only)</th> <th colspan="3">FOR USE OF BILLING CARRIER ONLY</th> </tr> <tr> <th>NO.</th> <th>KIND</th> <th>QUANTITY</th> <th>Services</th> <th>Rate</th> <th>Charges</th> </tr> </thead> <tbody> <tr> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td colspan="4">CLASSIFICATION ITEM NO.</td> <td colspan="2">TOTAL CHARGES</td> <td colspan="2">26</td> </tr> </tbody> </table>												PACKAGES			DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	19. WEIGHTS* (Pounds only)	FOR USE OF BILLING CARRIER ONLY			NO.	KIND	QUANTITY	Services	Rate	Charges	17	18	19	20	21	22	23	24	CLASSIFICATION ITEM NO.				TOTAL CHARGES		26	
PACKAGES			DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use a clear nontechnical description.)	19. WEIGHTS* (Pounds only)	FOR USE OF BILLING CARRIER ONLY																																				
NO.	KIND	QUANTITY			Services	Rate	Charges																																		
17	18	19	20	21	22	23	24																																		
CLASSIFICATION ITEM NO.				TOTAL CHARGES		26																																			
TARIFF/SPECIAL RATE AUTHORITY				CARRIER WAY/FREIGHT BILL NO. AND DATE																																					
27				28																																					
STOP THIS SHIPMENT AT				FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS																																					
30				31																																					
CARRIER'S PICKUP DATE (Year, month, and day)				32																																					
33				34																																					
MODE				ESTIMATE																																					
39				40																																					
				41																																					
				42																																					
				43																																					
				44																																					
				45																																					
ISSUING OFFICE (Name and complete address)				FOR USE OF ISSUING OFFICE																																					
46				47																																					
				48																																					
				49																																					
				50																																					
FOB POINT NAMED IN CONTRACT				51																																					

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

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1103 (REV. 9/2003)  
Prescribed by GSA/FMR 102-118

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

## **1. B/L NUMBER**

Enter a bill of lading number. Each bill of lading number is unique.

See OBTAINING AND CREATING BILL OF LADING NUMBERS, Chapter 7 for information on bill of lading numbers.

## **2. TRANSPORTATION COMPANY TENDERED TO**

Enter the full business name of the initial line-haul Transportation Service Provider (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 bill of lading.

## **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 commercial bills of lading.

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 bill of lading 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 bill of lading 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 ZIP Code)**

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 bill of lading 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 bill of lading.



## **15. AGENCY LOC CODE**

DOD activities may disregard this space.

Bills of lading 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 bill of lading 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, U.S. Government Bill of Lading Continuation Sheet 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 bill of lading.

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, Continuation Sheet 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 Title 49 of the Code of Federal Regulations (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."**

---

**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 GBL (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 bill of lading 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 <http://www.gsa.gov/transportation>. Once you reach the website, click on the following links to the left: Household Goods Transportation, then Agency Shipping Household Goods and finally the Shipping Your HHG Employee Guide link.

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 bill of lading (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 bill of lading 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.

## **21. 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 bill of lading 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 bill of lading 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 bill of lading. 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 bill of lading.

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.

The importance of correctly stating the applicable weight for shipments is self-evident. 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 also cubic measurements for shipments via air, truck or water in cases where required.

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

**22. SERVICES**

**23. RATE**

**24. 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 bill of lading. 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. 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 bill of lading. 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 bill of lading 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 bill of lading:

- 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, U.S. Government Bill of Lading Continuation Sheet. 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 bill of lading 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 must report them on government prescribed forms to the government paying office and other designated offices, as required by the agency issuing the bill of lading.

### **31. FOR**

#### *Civilian Agencies Only*

If the SF 1103 is used for a household goods movement 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 bill of lading is legally in effect and the TSP assumes responsibility for the shipment on the date appearing in this space.

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 changes while the shipment is en route, the TSP's pickup 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 his 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 bill of lading, 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 bill of lading 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 bill of lading 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 bill of lading 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 Defense Transportation Regulation.

### **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, 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 Defense Transportation Regulations

### **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 BL 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 BL 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 BL. Therefore, the specific office issuing the BL, 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.

Only authorized personnel 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 BL 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 household goods shipments (*civilian agencies only*), enter the travel authorization number.

When the bill of lading 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 bill of lading, 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 household goods shipments (*civilian agencies only*), enter the date the relocation travel authorization was signed.

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

Enter the fob point of shipment named in the procurement document.



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

### **Electronic Bill of Lading**

The electronic bill of lading is used in various commercial and government agency automated transportation systems as well as GSA's freight and household goods transportation management systems.

GSA has designed its transportation management systems exclusively for the use of civilian agencies. Civilian agencies are encouraged to use this system when procuring freight and household goods transportation services on behalf of the federal government. Visit <http://www.gsa.gov/transportation> for additional information.

**CHAPTER 5 U.S. GOVERNMENT BILL OF LADING – CONTINUATION SHEET**

Standard Form 1109, U.S. Government Bill of Lading (GBL) - Continuation Sheet should be used and attached to the GBL when additional space in any of the spaces on the GBL is needed. The additional information should be cross-referenced to the appropriate space on the GBL. The completed Continuation Sheet should be attached to the GBL.

[illegible]

**Figure 3 – SF 1109, U.S. Government Bill of Lading – Continuation Sheet**

## **CHAPTER 6 U.S. GOVERNMENT BILL OF LADING**

### **GENERAL INSTRUCTIONS AND ADMINISTRATIVE DIRECTIONS**

#### Computer Generated Preparation

Departures from the exact specifications of the standard bill of lading forms are not permitted. Agencies using electronic payment systems for preparation of bills of lading may produce computer generated forms, but such forms must conform to all specifications of the U.S. Government Bill of Lading (GBL) 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.

In addition to annotating and signing the TSP's delivery documents, the consignee must report discrepancies as soon as possible to government paying offices or other designated offices on government-prescribed forms, such as SF 362, U.S. Government Freight Lost/Damage Claim, or SF 364, Report of Discrepancy (ROD). These forms can be downloaded in .pdf format from [www.gsa.gov/forms](http://www.gsa.gov/forms). Also, regulations of a particular agency, department or bureau concerned with the shipment should be consulted for specific reporting requirements involving discrepant 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".

At the time of delivery, if there is any loss or damage and/or shortage, it should be noted on the TSP's delivery documents (the TSP's receipt as well as the consignee's copy), signed by the consignee, and acknowledged by the signature of the TSP's agent.

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.

When accessorial or special services are requested but not furnished, the GBL shall be so annotated by the TSP.

The TSP must also endorse the GBL to certify if any special services were provided.

## CHAPTER 7 OBTAINING AND CREATING BILL OF LADING NUMBERS

Agencies using commercial bills of lading must create a unique numbering system to account for and prevent duplicate numbers. General Services Administration's (GSA's), Transportation Audits Division must approve agency unique numbering system. Agencies may mail their request for approval to GSA, Transportation Audits Division (QMCA), 2200 Crystal Drive, CP4, Suite 300, Arlington, VA 22202, or email [Audit.Policy@gsa.gov](mailto:Audit.Policy@gsa.gov).

Standard Form (SF) 1103, U.S. Government Bill of Lading – International and Domestic Oversees 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.

GBL numbers can be obtained by mail at GSA, FAS, Inventory Management, Forms Program (QSDLBAB-WS), 819 Taylor Street, Room 6A00, Fort Worth, TX 76102 or by emailing Mr. Jeff Fossmeyer at [jeff.fossmeyer@gsa.gov](mailto:jeff.fossmeyer@gsa.gov) or by telephone at (817) 850-8420.

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 8    DISPOSING OF SPOILED, CANCELLED, UNUSED, OR OBSOLETE GOVERNMENT BILLS OF LADING

Only unique numbers may be applied to Government Bills of Lading (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 Standard Form (SF) 1103, U.S. Government Bill of Lading – International and Domestic Overseas Shipments or SF 1203, U.S. Government Bill of Lading – Privately Owned Personal Property. 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, Defense Transportation Regulation 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.
6. Obsolete, unused, spoiled, or cancelled, GBLs should be destroyed (shredded or burned) in accordance with the National Archives and Records Administration, General Records Schedule 9, <http://www.archives.gov/records-mgmt/grs/grs09.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 9 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. ch. 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 (8-92) Prescribed by GSA, FPMR (41 CFR) 101-41.3

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

## **CHAPTER 10    SUBSTITUTE DOCUMENTATION IN LIEU OF LOST GOVERNMENT BILL OF LADING**

At the time the shipment is tendered, the initial Transportation Service Provider (TSP) will be given a completed original Standard Form (SF) 1103, U.S. Government Bill of Lading International and Domestic Overseas Shipments and three copies. In the case of SF 1203, U.S. 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 hereon were 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 bill of lading 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 disbursing office (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), 2200 Crystal Drive, Crystal Plaza 4, Suite 300, Arlington, VA 22202.

If a certified copy (SF 1103 or SF 1203-A) 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 11    TERMS AND CONDITIONS

The contractual terms and conditions between the TSP and the United States are incorporated on the Bill of Lading (BL) with the following statement, "U.S. government shipment is subject to the terms and conditions of 41 CFR 102-117 and 118."

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

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 BL.

Loss and Damage - Receipt for the shipment is subject to the consignee's annotation of loss, damage, or shrinkage on the delivering TSP's documents and the consignee's copy of the same documents. When loss or damage is not discovered until after delivery and receipt of the shipment, the consignee shall promptly notify, preferably by telephone, the nearest office of the last delivering TSP and extend to the TSP the privilege of examining the shipment.

Time to State Loss and Damage - The rules and conditions governing commercial shipments, for the time period within which notice must be given to the TSP or a claim must be filed, or suit instituted, shall not apply if the shipment is lost, damaged or undergoes shrinkage in transit. Deletion of this item will be considered valid only with the written concurrence of the government official responsible for making the shipment.

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 U.S.C. 3717.

## **CHAPTER 12    USE OF U.S. FLAG TRANSPORTATION SERVICE PROVIDERS**

### Cargo Preference Laws

The use of U.S. flag vessels by officers and employees of the United States for the transportation of their personal effects and use of U.S flag certified air Transportation Service Providers (TSP) for any government financed movement of freight by air is required by statute (46 U.S.C. App. Sec.1241 and 49 U.S.C. 40118) when such vessels and air TSPs are available. Compliance with these statutes is required whether the United States pays the transportation charges to the direct or through reimbursement of an individual or other entity. Uniform standards and procedures prescribed by the Comptroller General of the United States for guidance of all departments, agencies, officers and employees of the United States; TSPs; and others concerned, in conforming to these statutes are found in 4 CFR 52.2 and in various Comptroller General decisions.

### International Ocean Shipments

Each bill submitted by a freight or household goods 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)

### International Air Shipments

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 service 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 13 EXCLUSIVE USE OF VEHICLE

When shipments are made by motor Transportation Service Providers (TSPs), 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 bill of lading 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 bill of lading. In addition, the shipper must place the following notation on the bill of lading 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 bill of lading 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 14 RECONSIGNMENT AND DIVERSION

Reconsignment and diversion are Transportation Service Provider (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 or telegram followed by a written confirmation. 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 bill of lading, 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 bill of lading for presentation in connection with the bill for line-haul transportation charges.

## **CHAPTER 15    TRANSPORTATION SERVICE PROVIDER BILLING PROCEDURES AND INSTRUCTIONS FOR COMPLETING PUBLIC VOUCHER FOR TRANSPORTATION CHARGES**

General Services Administration (GSA) has prescribed Public Voucher for Transportation Charges, SF 1113 and Memorandum Copy, SF 1113-A for use by Transportation Service Providers (TSPs) in billing charges for freight, express, or passenger transportation furnished to the U.S. government in accordance with official shipping requests. The SF 1113 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 (bills of lading) 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 household goods shipments (other than domestic crated household goods), which should be billed one per voucher. The serial number and amount of each bill of lading 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.

Bills of lading 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.

## Completing the Public Voucher for Transportation Charges

PUBLIC VOUCHER FOR TRANSPORTATION CHARGES		See FPMR (41 CFR) 101-41 for Instructions on Completing this Form	VOUCHER OR SCHEDULE NO.  1										
DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS			PAID DATE										
U.S. <span style="float: right;">2</span>													
THE UNITED STATES, DR., TO: (Payee's name and address)		CARRIER'S BILL NUMBER											
		4											
5		CARRIER'S SCAC NUMBER											
		6											
SERVICES FURNISHED (Check)		3											
7 FREIGHT 8 PASSENGER													
Do NOT bill GBL and GTR charges on the same form.			For payment of services rendered as evidenced by attached subvouchers.										
ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT	<div style="font-size: x-small;"> <b>PAYEE'S CERTIFICATE</b>                      I certify that the account stated hereon, as evidenced by the attached subvouchers, is correct and just; that services have been rendered or tickets furnished as indicated; that payment has not been received; and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to section 10721 of the interstate Commerce Act, as amended, or other equivalent contract arrangement, or exemption from regulation.                 </div> <div style="margin-top: 10px;">                     DATE <span style="float: right;">13</span>                      PAYEE: <span style="float: right;">14</span>                      PER <span style="float: right;">15</span>  <div style="text-align: right; margin-right: 50px;">(Signature)</div> <div style="text-align: right; margin-right: 50px;">16</div> <div style="text-align: right; margin-right: 50px;">(Capacity)</div> </div> <div style="font-size: x-small; margin-top: 10px;">                     *When a voucher is signed in the name of a company or corporation, the name of the person writing the company or corporate name as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Doe, Controller," or "Auditor," as the case may be.                 </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="font-size: x-small;">DIFFERENCES</th> <th style="font-size: x-small;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;">17</td> <td style="height: 20px;">18</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="font-size: x-small;">AMOUNT VERIFIED-CORRECT FOR</td> <td style="text-align: center; vertical-align: middle;">19</td> </tr> <tr> <td style="font-size: x-small;">VERIFIED BY (Signature or initials)</td> <td style="text-align: center; vertical-align: middle;">20</td> </tr> </tbody> </table>		DIFFERENCES	AMOUNT	17	18			AMOUNT VERIFIED-CORRECT FOR	19	VERIFIED BY (Signature or initials)	20
DIFFERENCES	AMOUNT												
17	18												
AMOUNT VERIFIED-CORRECT FOR	19												
VERIFIED BY (Signature or initials)	20												
9	10												
TOTAL CLAIMED ▶													
ACCOUNTING CLASSIFICATION													
12													
The enclosed check settles voucher submitted for payment of the account described in the memorandum hereon. (No acknowledgment of receipt of the check is necessary.)													
<b>MEMORANDUM</b> NOTE - If the payee name in the attached voucher will supply below such data as will identify the check drawn in payment thereof with the account in his office, this slip will be mailed with the check.													
NAME:  ADDRESS:	<div style="font-size: x-small;">21</div> <div style="font-size: x-small;">22</div>	<div style="text-align: center; font-size: x-small;">23</div> <div style="font-size: x-small;">(Department, Bureau or Establishment)</div> <div style="font-size: x-small;">BILL NO. : 24</div> <div style="font-size: x-small;">AMOUNT: \$ 25</div>											

**Figure 5 – SF 1113, Public Voucher for Transportation Charges**

<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
		AMOUNT VERIFIED - CORRECT FOR ►	
		VERIFIED BY <i>(signature or initials)</i> ►	
<b>TOTAL CLAIMED</b> ►			
ACCOUNTING CLASSIFICATION			

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 Commercial Bill of lading (CBLs) or Government Bill of Lading (GBL).

### **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 subvouchers (CBL/GBLs/PPGBLs). 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 Standard Carrier Alpha Code (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.

TSPs may request the assignment of a SCAC by writing to the National Motor Freight Traffic Association. Inc., 2200 Mill Rd., Alexandria, VA 22314.

## **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 household goods (except domestic crated shipments), regardless of the type of bill of lading, must be billed on a separate SF1113.

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

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

The amounts of individual bills of lading 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 disbursing office (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 household goods transportation services shall be accompanied by a copy of the GBL ordering the service and a copy of the original voucher (SF 1113) which was 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 16 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, except those granted a waiver by the Administrator of General Services Administration (GSA), **must** establish a prepayment audit program. That is, before an agency pays a Transportation Service Provider (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 105-264, Section 3 and Title 31 United States Code 3726.

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

- The agency can perform its own prepayment audit,
- Contract directly with a prepayment audit service provider, or
- Secure a prepayment audit contractor from GSA's Multiple Awards Schedule by visiting <https://www.gsaadvantage.gov> and selecting Financial Services.

### 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) Ensure that payment for transportation services is authorized, legally appropriated and correctly calculated.
- (b) Ensure that all TSP supporting documentation is provided for transportation services rendered.

- (c) Verify the correctness of bills received from a TSP for transportation services that were provided to your agency (to include TSP's, with contract of carriage, Standard Carrier Alpha Code, transportation rates, freight classifications, or proper combinations thereof).
- (d) Ensure that no duplicate payments are made. (Procedures and controls must be established to prevent duplicate payments, to recover any duplicate payments that may be made, and to perform an annual review of the effectiveness of those procedures.)
- (e) Provide a TSP with notice of any apparent error, defect, or impropriety within 7 days of receipt of an invoice.
- (f) Pay charges to the TSP in privity with the contract of carriage as evidence by transportation documents.
- (g) Pay any properly documented bill for transportation charges when presented for payment upon completion of service.

#### 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  
2200 Crystal Drive, CP4, Suite 300  
Arlington, VA 22202
- Email electronic submissions in .pdf format to: **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, Public Voucher for Transportation Charges 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), 2200 Crystal Drive, CP 4, Suite 300, Arlington, Virginia 22202.
- Submit negative reports - If no SF 1113'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 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:					
<p><b>TRANSPORTATION ELECTRONIC AUDIT LIBRARY</b>  <b>2200 CRYSTAL DRIVE (CP4)</b>  <b>SUITE 300</b>  <b>ARLINGTON, VA 22202</b></p>					
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		
			TELEPHONE NUMBERS		
NAME OF CONTACT		OFFICE:	AREA CODE	NUMBER	EXTENSION
TITLE OF CONTACT		FAX:	AREA CODE	NUMBER	
<small>AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is not usable</small>		<small>*Agencies not using voucher-schedule (SF 1166) procedures should show the beginning and ending disbursing office voucher</small>		<b>STANDARD FORM 1186</b> (REV. 9/2011) <small>Prescribed by GSA - FMR 102-118.320</small>	

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

## 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** – 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

**U.S. Government Bill of Lading – International and Domestic Overseas Shipment (GBL)** – SF 1103, the government transportation document used as a receipt of goods, evidence of title, and generally a contract of carriage.

**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.