

# SIR – Review/Edit a Shipping Request

## Training Document

Homepage

Transportation

SIR

Edit Shipping Request

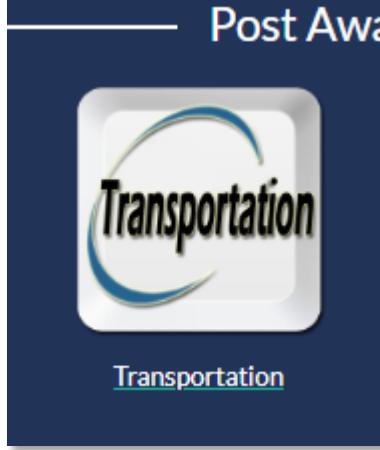
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<b>Roles</b>	<p>These role(s) are required to Review or Edit a Shipping Request. Typically, a SIR Vendor would create the shipping request and submit for assignment by a designated SIR Transportation Team. The SIR Transportation Team then assigns the request to a SIR Traffic Management Specialist, within the same team, for review and completion. Alternatively, a SIR Transportation Team member can transfer the request to another team. The new team would follow the same process of assigning to a SIR Traffic Management Specialist. Transportation Team designations are explained in <b>Transportation &gt; SIR &gt; General Functions &gt; <u>Dashboard</u></b>:</p> <ul style="list-style-type: none"> <li>• SIR Traffic Management Specialist</li> <li>• SIR Transportation Team</li> <li>• SIR Admin User</li> </ul> <p><i>NOTE: For help with resubmitting a Shipping Request, refer to <b>WBT &gt; Transportation &gt; How to Resubmit Shipping Requests in SIR</b>.</i></p>
<b>Reviewing/Editing a Shipping Request</b>	<p>This training document provides an overview of how a SIR User Reviews or Edits a Shipping Request in the Transportation application. Notes for the other roles that are unique are listed below.</p> <p>Log in to PIEE as a SIR user with access to Shipping Requests as described above and access the Transportation application. In the Transportation application go to <b>SIR &gt; Received Shipping Request</b> dashboard or perform a Search.</p> 

<h3>Three Ways to locate a Shipping Request for Review</h3>	<p>There are three ways to locate a Shipping Request for review:</p> <ul style="list-style-type: none"> <li>• Received Shipping Request dashboard</li> <li>• Assigned Shipping Request dashboard</li> <li>• SIR Search</li> </ul> <p>This training document continues with the process by advancing to the review step. For help with performing the SIR Search functionality, refer to the training for search on the <b>WBT &gt; Transportation &gt; How to Search for Requests</b> in SIR. For the Received Shipping Request dashboard, click the SIR Number hyperlink in the row of the Shipping Request to open it, for more information review the training on the <b>WBT &gt; Transportation &gt; SIR &gt; General Functions &gt; <u>Dashboard</u></b>.</p>
<h3>Shipping Request Information</h3>	<p>The Shipping Request screen displays and information for the Shipping Request is reviewed or entered on the tabs below.</p> <p><i>NOTE: All fields are editable except for Contract Number, Delivery Order Number, Contractor Name (prime), and CAGE Code (prime) when the Shipping Request is created using a contract; however, if the Shipping Request is manually created, all fields are editable</i></p> <p><i>NOTE: If "Yes" is selected for the 'Is contract information restricted?' field in the SIR Tab Initial Questions Sections, a banner displaying 'RESTRICTED' appears at the top of the page in the header.</i></p> <p><b>Tabs:</b></p> <ul style="list-style-type: none"> <li>• SIR</li> <li>• Items to be Shipped</li> <li>• Shipping Instructions</li> <li>• Supporting Documents</li> <li>• History (<i>displays after Submit</i>)</li> </ul> <p><b>Header Information:</b></p> <ul style="list-style-type: none"> <li>• SIR Number (<i>displays after Submit or Save</i>) (<i>field is system generated</i>)</li> <li>• Contract Number</li> <li>• Delivery Order Number</li> <li>• CAGE Code</li> <li>• Document Status (<i>displays after Submit or Save</i>) (<i>field is system populated</i>) <ul style="list-style-type: none"> <li>◦ Draft (<i>document is saved ("Save" button) but not submitted</i>)</li> <li>◦ Submitted (<i>document is submitted ("Submit" button)</i>)</li> <li>◦ Assigned</li> <li>◦ Rejected</li> <li>◦ Completed (<i>document is completed ("Complete" button)</i>)</li> </ul> </li> </ul>

- GBLOC (*hover text: "Government Bill of Lading Office Code"*) (*auto-populates read-only based on the Transportation Team assigned to the Shipping Request on the Team Mappings table. If GBLOC does not auto-populate, a message displays stating: "There is no GBLOC associated with the selected Transportation Team. Please contact the SIR Administrator to have a GBLOC set up for the selected Transportation Team"*)
- Site ID (*auto-populates read-only with the value of 50*)

**NOTE:** Contract Number, Delivery Order Number, and CAGE Code are auto-populated from EDA based on the Contract or Order selected on the search results screen. CAGE Code in the header is the same as the CAGE Code in the Prime Contract Information section.

**NOTE:** GBLOC field updates when it is changed on the Team Mappings page or when a Shipping Request is transferred to another Transportation Team (not applicable to Shipping Request in 'Completed' status).

**NOTE:** If 'Send to GFM' is selected, GBLOC field is required.

#### SIR - Edit Shipping Request

The screenshot shows a horizontal row of input fields and status indicators. From left to right: a 'RESTRICTED' warning icon, 'SIR Number' with a grayed-out value, 'Contract Number' with a grayed-out value, 'Delivery Order Number' with a grayed-out value, 'CAGE Code' with a browned-out value, 'Document Status: Submitted', 'GBLOC' with a grayed-out value, and 'Site ID' with a grayed-out value.

#### Buttons:

- Collapse All (*all section headers remain visible and the fields inside each section are hidden*)
- Expand All (*all section headers remain visible and the fields inside each section are displayed*)

**(the following buttons are available when Shipping Request is in 'Returned', 'Submitted' and 'Assigned' status)**

- Update Shipping Request (*captures any changes. This does not change the status of the document*)
- Complete Shipping Request (*confirmation pop-up displays stating: "Are you sure you wish to complete this Shipping Request?"*)
  - Yes
  - No
- Correct Shipping Request (*displays when a user opens a Shipping Request with a 'Document Status' of 'Completed'*) (*confirmation pop-up displays stating: "Are you sure you wish to correct this Shipping Request? Please provide a reason for the correction."*)
  - Yes
  - No
- Return to Submitter (*displays when a Traffic Management Specialist or Transportation Team user opens a Shipping Request assigned to the user or when a Shipping Request is assigned to the team as a Transportation Team or Admin user*) (*confirmation pop-up displays stating: "Are you sure you wish to return this Shipping Request? It will be returned to the Submitter and placed in 'Returned' status."*)
  - Yes
  - No
- Cancel Shipping Request (*confirmation pop-up displays stating: "Are you sure you wish to cancel this Shipping Request?"*)

- Yes
  - No
- Cancel (*displays when a Shipping Request opens from 'Dashboard'*) (*confirmation pop-up displays stating: "Are you sure that you wish to go back? Any changes you made to this request will be lost?"*)
  - Yes
  - No
- Back (*displays when a Shipping Request opens from 'Search Results'*) (*returns to the search results page*)  
(*the following buttons are available when the Shipping Request is in 'Draft' status*)
  - Save (*confirmation pop-up displays stating: "Are you sure you wish to save this Shipping Request?"*)
    - Yes
    - No
  - Submit (*confirmation pop-up displays stating: "Are you sure you wish to submit this Shipping Request for review?"*)
    - Yes
    - No
  - Delete Draft (*confirmation pop-up displays stating: "Are you sure you wish to delete this Shipping Request? Once deleted, the Shipping Request cannot be recovered."*)
    - Yes
    - No
  - Cancel (*confirmation pop-up displays stating: "Are you sure that you wish to go back? Any changes made to this request will be lost."*)
    - Yes
    - No

#### *Complete Shipping Request Button*

To complete a Shipping Request, select "**Yes**". The pop-up closes and a success message displays indicating that the record is marked as complete. The document status is set to 'Complete', and the request is now read-only, with the attachments still available for download. If a Shipping Request is not ready to be completed, select "**No**" to return to the previous screen and leave the request incomplete.

*NOTE: Shipping Request in 'Completed' status are located in the 'Search Shipping Request' option. For help with performing the SIR Search functionality, refer to the training for search on the **WBT > Transportation > How to Search for Requests in SIR**.*

*NOTE: If a change needs to be made to a Completed Shipping Request, click the 'Correct Shipping Request' option.*

#### *Correct Shipping Request Button*

To correct a Shipping Request, select "**Yes**" to create a duplicate with an alphabetical suffix (A-Z) added to the SIR Number. Enter comments (up to 1,000 characters) in the required field. Select "**No**" to return to the previous screen.

*NOTE: Corrected Shipping Request are automatically assigned to the user's team and displays on the 'Received Shipping Request' dashboard table with a status of 'Submitted'. For Transportation Team or Traffic Management Specialist users, the system automatically assigns the Shipping Request to the user and displays on the 'Assigned Shipping Request' dashboard table with a status of 'Assigned'. Corrected requests include a 'Complete' button and retain original data except attachments.*

*NOTE: Shipping Requests with SIR Number ending in 'Z' (e.g., SIR 0002167Z) cannot be corrected further. An informational message displays stating: "No More Corrections: This Shipping Request has reached its correction limit".*

#### *[Return to Submitter Button](#)*

To return a Shipping Request, select "**Yes**". The 'Assigned Shipping Request' table does not display the Shipping Request, and the Traffic Management Specialist or Transportation Team retains the assignment of the request for resubmission. A required comments text field displays, allowing for an entry of up to 250 alphanumeric characters, including special characters. To return to the previous screen, select "**No**". The request remains accessible from the 'Assigned Shipping Requests' table.

#### *[Cancel Shipping Request Button](#)*

To cancel a Shipping Request, select "**Yes**". The Shipping Request is cancelled, and the document status displays as "Cancelled". To proceed without cancellation, select "**No**".

#### *[Cancel Button](#)*

To cancel editing the Shipping Request, select "**Yes**". Changes made to the Shipping Request are not saved and system returns to the dashboard. The Shipping Request remains in 'Returned' status. To remain on the Shipping Request, select "**No**".

#### *[Save Button](#)*

To save changes made to the Shipping Request, select "**Yes**". To proceed on the Shipping Request without saving, select "**No**".

#### *[Submit Button](#)*

To submit the Shipping Request, select "**Yes**". A success message displays stating that the Shipping Request was successfully submitted. Document status of the submitted Shipping Request is now 'Submitted'. To proceed with the Shipping Request without submitting, select "**No**".

	<p><b>Delete Draft Button</b></p> <p>To delete the Shipping Request that is in 'Draft' status, select "<b>Yes</b>". A success message displays stating that the draft Shipping Request was successfully deleted. To proceed with the Shipping Request without deleting, select "<b>No</b>".</p> <p><b>Cancel Button</b></p> <p>To cancel editing the Shipping Request, select "<b>Yes</b>". Changes made to the Shipping Request are not saved and system returns to the dashboard. The Shipping Request remains in 'Returned' status. To remain on the Shipping Request, select "<b>No</b>".</p>												
<b>SIR Tab</b>	<p><b>Prime Contract Information</b></p> <p><i>Prime Contract Information Fields:</i></p> <ul style="list-style-type: none"> <li>Contract Number * (<b>19 alphanumeric characters</b>)</li> <li>Delivery Order Number (<b>19 alphanumeric characters</b>)</li> <li>CAGE Code * (<b>5 alphanumeric characters</b>)</li> <li>Issue By DoDAAAC (<b>6 alphanumeric characters</b>)</li> <li>Admin By DoDAAAC (<b>6 alphanumeric characters</b>)</li> </ul> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;"> <p><b>Prime Contract Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding-bottom: 10px;">Contract Number *</td> <td style="width: 33%; padding-bottom: 10px;">Delivery Order Number</td> <td style="width: 33%; padding-bottom: 10px;">CAGE Code *</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">DAAA0902D0007</td> <td style="border: 1px solid #ccc; padding: 2px;">0003</td> <td style="border: 1px solid #ccc; padding: 2px;">3GJU9</td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">Issue By DoDAAAC</td> <td style="border: 1px solid #ccc; padding: 2px;">Admin By DoDAAAC</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc; padding: 2px;">W52P1J</td> <td style="border: 1px solid #ccc; padding: 2px;">W52P1J</td> <td></td> </tr> </table> </div> <p><i>NOTE: If a contract or delivery order is selected from the EDA Contract Search Results, the fields in the Prime Contract Information section pre-populates from EDA. "Issue By DoDAAAC" populates from the latest P-Mod, and if there's no P-Mod, the Issue by DoDAAAC on the base award (editable). "Admin by DoDAAAC" populates from the latest A-Mod or P-Mod, and if there's no Mod, the Admin by DoDAAAC on the base award (editable).</i></p>	Contract Number *	Delivery Order Number	CAGE Code *	DAAA0902D0007	0003	3GJU9	Issue By DoDAAAC	Admin By DoDAAAC		W52P1J	W52P1J	
Contract Number *	Delivery Order Number	CAGE Code *											
DAAA0902D0007	0003	3GJU9											
Issue By DoDAAAC	Admin By DoDAAAC												
W52P1J	W52P1J												

## Origin Contractor Information

### Origin Contractor Information Fields:

- Contractor CAGE Code \* (*5 alphanumeric characters*)
- Contractor Name \* (*up to 50 alphanumeric and special characters*)

Origin Contractor Information

Contractor CAGE Code *	Contractor Name *
06811	NORTHROP GRUMMAN

*NOTE: If a contract or delivery order is selected from the EDA Contract Search Results, the fields in the Origin Contractor Information section pre-populates from EDA.*

## Initial Questions

### Initial Questions Fields:

- Is contract information restricted? (*options: Yes*)
- Shipping out of country? (*options: Yes / No*)
- Free on Board (FOB) Terms? \* (*options: Origin / Destination / Unknown*)
- Is this a Foreign Military Sales (FMS) Shipment? \* (*options: Yes / No / Unknown*)  
(*fields display if "Yes" is selected for the 'Is this a Foreign Military Sales (FMS) Shipment?' field*)
  - FMS Case (*6 alphanumeric characters, no special characters; format: XX-X-XXX*) (*dashes are automatically placed as user types*)
  - FMS SUPPADD (*up to 6 alphanumeric characters, no special characters*)
- Does this shipment contain Hazardous Materials? \* (*options: Yes / No*)
- What is the Hazardous Class? \* (*field displays if "Yes" is selected for the 'Does this shipment contain Hazardous Materials?' field*) (*multi-select options: 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / ORM-D*) (*NOTE: Select the highest categories of hazardous materials*)
- Does the Shipment Contain Classified (SECRET or CONFIDENTIAL), Sensitive, Controlled Cryptographic Material? \* (*informational message displays before the field: "This includes COMSEC, CCI and Restricted Data."*) (*options: Yes / No / Unknown*)  
(*fields display if "Yes" is selected for the 'Does the Shipment Contain Classified (SECRET or CONFIDENTIAL), Sensitive, Controlled Cryptographic Material?' field*)
  - Secret
  - Confidential
  - Sensitive
  - Unclassified Controlled Cryptographic (includes COMSEC)

- Arms
- Ammunition and Explosives
- Other
- Other Description \* (*field displays if "Other" is selected from the 'Classification List'*) (*up to 100 alphanumeric characters, including special characters*)
- When will the item(s) be ready for pickup? \* (*format: YYYY/MM/DD*)

#### Initial Questions

Is contract information restricted?  Yes

Shipping out of country?  Yes  No

Free on Board (FOB) Terms? \*  Origin  Destination  Unknown

Is this a Foreign Military Sales (FMS) Shipment? \*  Yes  No  Unknown

FMS Case  FMS SUPPADD

Does this shipment contain Hazardous Materials? \*  Yes  No

What is the Hazardous Class? \*

ⓘ This includes COMSEC, CCI and Restricted Data.

Does the Shipment Contain Classified (SECRET or CONFIDENTIAL), Sensitive, Controlled Cryptographic Material? \*  Yes  No

Secret  Arms  
 Confidential  Ammunition and Explosives  
 Sensitive  Unclassified Controlled Cryptographic  
 Other (includes COMSEC)

Other Description \*

When will the item(s) be ready for pickup? \*

**NOTE:** Select at least one option for the 'Does the Shipment Contain Classified (SECRET or CONFIDENTIAL), Sensitive, Controlled Cryptographic Material?' field. Select multiple checkboxes if necessary.

**NOTE:** The 'When will the item(s) be ready for pickup?' field must be today's date or a future date. For Shipping Requests with SIR numbers that contain an alpha suffix (i.e., SIR Number 00003966A), if the field has a past date entered, it displays as read-only and allows for updating and submitting the Shipping Request.

## Ship From Address

The system checks SAM for the entered CAGE Code. If found, relevant fields pre-populate from SAM data. If not found, fields remain blank for manual entry.

### Ship From Address Fields:

- CAGE Code \* (*up to 5 alphanumeric characters*)
- Name \* (*up to 60 alphanumeric characters, including special characters*)
- Address Line 1 \* (*up to 100 alphanumeric characters, including special characters*)
- Address Line 2 (*up to 100 alphanumeric characters, including special characters*)
- Address Line 3 (*up to 100 alphanumeric characters, including special characters*)
- City \* (*up to 100 alphanumeric characters, including special characters*)
- Country (*searchable drop-down; "United States of America (the)" is the first option listed*)
- State (*required field displays if "United States of America (the)" is selected for the 'Country' field*) (*searchable drop-down*)
- Province (*field displays if "United States of America (the)" is NOT selected for the 'Country' field*) (*up to 100 alphanumeric characters, including special characters*)
- Zip Code (*5 or 10 characters; format NNNNN-NNNN*) (*field is required if "United States of America (the)" is selected for the 'Country' field*)
- Phone Number \* (*up to 25 numeric characters*)
- Phone Extension \* (*up to 25 numeric characters*)
- Email \* (*up to 80 alphanumeric characters, including special characters*)
- Point of Contact Name (*up to 100 alphanumeric characters, including special characters*)

## Ship From Address

CAGE Code *	Name *	Address 1 *	Address 2
06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	21240 BURBANK BLVD	
Address 3	City *	Country *	State *
	WOODLAND HILLS	United States of America (the)	California
Zip Code *	Phone Number *	Phone Extension	Email *
91367-6675	8187153607		TINA.DAVIS@NGC.COM
Point of Contact Name			
JOHN DOE			

## Ship To Address

The system searches SAM for the CAGE Code or DoDAAD for the DoDAAC/MAPAC entered and the following fields pre-populate from SAM based on the "CAGE Code/DoDAAC/MAPAC" entered.

If a CAGE Code is entered, the address information is pre-populated from SAM. If a DoDAAC is entered, the address information is pre-populated from DoDAAD prioritizing TAC2 and then TAC1, if TAC2 is empty.

If a MAPAC is entered, the address information is pre-populated from DoDAAD prioritizing TAC2. If TAC2 is empty, the address fields are left blank.

If the CAGE Code/DoDAAC/MAPAC is not located in SAM, the fields do not pre-populate and the fields do not allow for manual entry.

### Ship To Address Fields:

- CAGE Code/DoDAAC/MAPAC \* (*up to 6 alphanumeric characters*) (*field is conditionally required if 'Ship To Address' information is entered (otherwise, the field is optional)*)
- Name \* (*up to 150 alphanumeric characters, including special characters*) (*field is conditionally required if 'Ship To Address' information is entered (otherwise, the field is optional)*)
- Address Line 1 \* (*up to 150 alphanumeric characters, including special characters*) (*field is conditionally required if 'Ship To Address' information is entered (otherwise, the field is optional)*)
- Address Line 2 (*up to 150 alphanumeric characters, including special characters*)
- Address Line 3 (*up to 100 alphanumeric characters, including special characters*) (*field does NOT pre-populate*)

- Address Line 4 (*up to 100 alphanumeric characters, including special characters*)
- City \* (*up to 100 alphanumeric characters, including special characters*) (*field is conditionally required if 'Ship To Address' information is entered (otherwise, the field is optional)*)
- Country \* (*searchable drop-down; "United States of America (the)" is the first option listed*) (*field is conditionally required if 'Ship To Address' information is entered (otherwise, the field is optional)*)
- State \* (*required field displays if "United States of America (the)" is selected for the 'Country' field*) (*searchable drop-down*)
- Province (*field displays when "United States of America (the)" is NOT selected for the 'Country' field*) (*up to 150 alphanumeric characters, including special characters*)
- Zip Code \* (*5 or 10 characters; format NNNNN-NNNN*) (*field is required if "United States of America (the)" is selected for the 'Country' field*)
- Phone Number \* (*up to 60 numeric characters*) (*field is conditionally required if 'Ship To Address' information is entered (otherwise, the field is optional)*)
- Phone Extension (*up to 25 numeric characters*) (*field does NOT pre-populate*)
- Email (*up to 80 alphanumeric characters, including special characters*)
- Point of Contact Name (*up to 100 alphanumeric characters, including special characters*)

#### Ship To Address

CAGE Code/DoDAAC/MAPAC *	Name *	Address 1 *	Address 2
06481	NORTHROP GRUMMAN SYSTEMS CORPORATION	21240 BURBANK BLVD	
Address 3	Address 4	City *	Country *
		WOODLAND HILLS	United States of America (the) <input type="button" value="X"/> <input type="button" value="▼"/>
State *	Zip Code *	Phone Number *	Phone Extension
California <input type="button" value="X"/> <input type="button" value="▼"/>	91367-6675	8187153607	
Email	Point of Contact Name		
TEST@NGC.COM	JOHN DOE		

#### Mark For Address

The system searches SAM for the CAGE Code or DoDAAD for the DoDAAC/MAPAC entered and the following fields pre-populate from SAM based on the "CAGE Code/DoDAAC/MAPAC" entered.

If a CAGE Code is entered, the address information is pre-populated from SAM. If a DoDAAC is entered, the address information is pre-populated from DoDAAD prioritizing TAC2 and then TAC1, if TAC2 is empty.

If a MAPAC is entered, the address information is pre-populated DoDAAD prioritizing TACM. If TACM is empty, the address fields are left blank.

If the CAGE Code/DoDAAC/MAPAC is not located in SAM, the fields do not pre-populate and the fields allow for manual entry.

**Mark For Address Fields:**

- Same as Ship To (*if the 'Same as Ship To' field is selected, the fields listed below pre-populate with the same values as entered in the 'Ship To Address' fields. The fields below do not display if the checkbox is selected*)
- CAGE Code/DoDAAC/MAPAC \* (*up to 6 alphanumeric characters*) (*field is conditionally required if 'Mark For Address' information is entered (otherwise, the field is optional)*)
- Name \* (*up to 150 alphanumeric characters, including special characters*) (*field is conditionally required if 'Mark For Address' information is entered (otherwise, the field is optional)*)
- Address Line 1 \* (*up to 150 alphanumeric characters, including special characters*) (*field is conditionally required if 'Mark For Address' information is entered (otherwise, the field is optional)*)
- Address Line 2 (*up to 150 alphanumeric characters, including special characters*)
- Address Line 3 (*up to 100 alphanumeric characters, including special characters*) (*field does NOT pre-populate*)
- Address Line 4 (*up to 100 alphanumeric characters, including special characters*)
- City \* (*up to 100 alphanumeric characters, including special characters*) (*field is conditionally required if 'Mark For Address' information is entered (otherwise, the field is optional)*)
- Country \* (*searchable drop-down; "United States of America (the)" is the first option listed*) (*field is conditionally required if 'Mark For Address' information is entered (otherwise, the field is optional)*)
- State \* (*required field displays when "United States of America (the)" is selected for the 'Country' field*) (*searchable drop-down*)
- Province (*field displays when "United States of America (the)" is NOT selected for the 'Country' field, 100 alphanumeric characters, including special characters*)
- Zip Code \* (*5 or 10 characters; format NNNNN-NNNN*) (*field is required if "United States of America (the)" is selected for the 'Country' field*)
- Phone Number \* (*up to 60 numeric characters*) (*field is conditionally required if 'Mark For Address' information is entered (otherwise, the field is optional)*)
- Phone Extension (*up to 25 numeric characters*) (*field does NOT pre-populate*)
- Email (*up to 80 alphanumeric characters, including special characters*)
- Point of Contact Name (*up to 100 alphanumeric characters, including special characters*)

## Mark For Address

Same As Ship To

CAGE Code/DoDAAC/MAPAC *	Name *	Address 1 *	Address 2
3CA29	IMMIXTECHNOLOGY INC	8444 WESTPARK DR	STE 200
Address 3	Address 4	City *	Country *
		MC LEAN	United States of America (the) <span style="float: right;">X ▾</span>
State *	Zip Code *	Phone Number *	Phone Extension
Alabama <span style="float: right;">X ▾</span>	22102	7037520610	
Email	Point of Contact Name		
TEST@IMMIXGROUP.COM	JOHN DOE		

## Additional Information

### Additional Information Fields:

- Origin/Shipper Hours of Operation (*up to 50 alphanumeric characters, including special characters*)
- Additional POC/Phone/Email at Origin/Shipping Location (*up to 250 alphanumeric characters, including special characters*)
- Priority (*up to 6 alphanumeric characters (e.g., PRI-01)*) (*hover text: "Most contracts provide a TP (Transportation Priority) or a PRI (Supply Issue Priority Designator) in the Line Item data. If it displays a TP (1, 2, or 3), enter 1, 2, or 3. If it provides a PRI which can be displayed as two numbers 03, 05, 08, etc. or a single number 3, 5, 8, it may be converted to a TP as follows: PRI 01-03 is TP1, PRI 04-08 is TP2, and PRI 09 and higher is TP3."*)
- Harmonized Tariff Schedule (HTS Code) (*up to 12 numeric characters, including periods*)
- Is additional time needed to transport material to POE? (*up to 25 alphanumeric characters, including special characters*)
- How much time? (*hover text: "Is the material departing from a sub-vendor user and additional time is needed to get the Sub-vendor POC the paperwork? Are you, the vendor user, responsible for transportation to the port and need time to make transportation arrangements?"*)
- Second Destination TAC (SDT TAC) (*hover text: "Enter the TAC the contract provides to move the material from the Port of Embarkation to the overseas destination"*) (*up to 50 alphanumeric characters*)
- Project Code (*up to 3 alphanumeric characters*)
- Transportation Team \* (*field is pre-populated based on the Team Mappings table*)
- Complexity (*options: 1M / 2M / 3M / 4M / 3F / 4F / 5F*) (*field is required when assigning or completing a Shipping Request*)
- Is this a CFMP shipment? (*options: Yes / No*)
- Remarks (*up to 1,000 alphanumeric characters, including special characters*) (*hover text for information icon: "Include all relevant details and/or requirements concerning the shipment, equipment, and/or freight."*)

Additional Information

Origin/Shipper Hours of Operation	Additional POC/Phone/Email at Origin/Shipping Location		
MON-FRI: 0730-1600, SAT: 0900-1200 (EST)	1 (555) 987-6543 EMAIL: JANE.DOE@SHIPPEREXAMPLE.COM ALT: SHIPPER@SHIPPEREXAMPLE.COM		
Priority <small>①</small>	Harmonized Tariff Schedule (HTS Code)	Is additional time needed to transport material to POE?	How much time? <small>①</small>
PRI-02	8517.62.0050	YES - 3 DAYS REQUIRED	3 BUSINESS DAYS FOR SUB-V
Second Destination TAC (SDT TAC) <small>①</small>	Project Code	Transportation Team	Complexity
FY234567890	1A3	A	2M
Is this a CFMP Shipment? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Remarks <small>①</small> N/A			

*NOTE: When creating from a Contract or Delivery Order, the Priority field pre-populates from the award in EDA that is based on the 'Transportation Priority Number' if available on the PDS XML.*

## Government Delay

### Government Delay Fields:

- Government Delay Identified Date (*format: YYYYMMDD*)
- Government Delay Resolved Date \* (*field displays if a date is entered in the 'Government Delay Identified Date' field*) (*format: YYYYMMDD*)
- Government Delay Notes (*field is required if the 'Government Delay Identified Date' field has a value*) (*up to 4,000 alphanumeric characters, including special characters*)

*NOTE: Government Delay Resolved Date field cannot be an earlier date than the Government Delay Identified Date field.*

	<p><b>Government Delay</b></p> <p><b>Government Delay Identified Date</b> <b>Government Delay Resolved Date</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <span>2025/06/20</span> <span></span> </div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> <span>2025/06/27</span> <span></span> </div> </div> <p><b>Government Delay Notes</b></p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px; margin-top: 10px;"> <p>TEST</p> </div>
<p><b>Items to be Shipped Tab</b></p>	<p>To add an item(s) to be shipped and information about the item(s), navigate to the '<b>Items to be Shipped</b>' tab.</p> <p><b>Equipment &amp; Services</b></p> <p><i>Equipment &amp; Services Fields:</i></p> <ul style="list-style-type: none"> <li>• Mode (<i>options: Air / Over-the-road / Rail / Vessel</i>) (<i>field is required to complete a Shipping Request</i>)</li> <li>• Special Equipment/Services Description (<i>up to 100 alphanumeric characters, including special characters</i>)</li> <li>• Seal Number(s) (<i>up to 15 alphanumeric characters, not including special characters</i>) (<i>field displays if "Air" is selected in the 'Mode' field</i>) <ul style="list-style-type: none"> <li>• Air Type (<i>hover text for information icon: "Small Package Air: CONUS (up to 150lbs) or OCONUS (up to 300lbs); Heavyweight Commercial Air: CONUS (greater than 150lbs) or OCONUS (greater than 300lbs)"</i>) (<i>options: Small Package Air / Heavyweight Commercial Air</i>) (<i>field is required to complete a Shipping Request</i>)</li> </ul> </li> <li>• Is Freight Stackable? (<i>options: Yes / No</i>) (<i>field is required to complete a Shipping Request</i>)</li> <li>• Tarping Required? (<i>options: Yes / No</i>) (<i>field is required to complete a Shipping Request</i>)</li> <li>• Full Visible Capacity (<i>checkbox</i>) (<i>hover text for information icon: "Shipment considered capacity loads, also known as 'loaded to full capacity' or 'loaded to capacity'"</i>)</li> <li>• Type of Equipment (<i>options: Small Package Ground / Closed Box Van / Flatbed / Other – Special Equipment</i>) (<i>field is required to complete a Shipping Request</i>)</li> <li>• Other - Special Equipment (<i>field displays and is required to complete a Shipping Request if "Other - Special Equipment" is selected in the 'Type of Equipment' field</i>) (<i>hover text for information icon: "Annotate type of equipment with details"</i>) (<i>up to 500 alphanumeric characters, including special characters</i>) (<i>field displays if "Rail" is selected in the 'Mode' field</i>)</li> </ul>

- Type of Railcar (hover text: "i.e., box, flat, DODX, etc") (**up to 500 alphanumeric characters, including special characters**) (**field is required to complete a Shipping Request**)  
(**field displays if "Vessel" is selected in the 'Mode' field**)
  - Type of Vessel (**options: Roll on/Roll off / Break Bulk / Flat Rack / Container Commercial / Container DoD**) (**field is required to complete a Shipping Request**)
  - Can vendor block and brace container at facility? (**field displays and is required to complete a Shipping Request if "Container Commercial" or "Container DoD" is selected in the 'Type of Vessel' field**) (**options: Yes / No**)

## Equipment & Services

Mode  
Over-the-road X ▼

Is Freight Stackable?  
 Yes  No

Tarping Required?  
 Yes  No  Full Visible Capacity ①

Type of Equipment  
Small Package Ground X ▼

Special Equipment/Services Description  
A LIGHTWEIGHT SYSTEM FOR ARMORED VEHICLES.

Seal Number(s)  
SL5783219045F2T X SL76V53D89L X X

**NOTE:** The 'Seal Number(s)' field accepts a max of 50 unique values on the same request. Click "Enter" between each Seal Number to add more. Duplicate Seals are removed and a message displays stating: "Seal Number (number) has been removed because it's a duplicate."

## Mode/Method Details

(**section displays if "Yes" is selected in the 'Shipping out of Country?' field**)

### Mode/Method Details Fields:

- Mode Type (**options: GHS/NGDS / MilAir / IBS Breakbulk / IBS Container**)
- No EEI Required (**checkbox**)
- Title 22 CFR Exemption Code (**up to 20 alphanumeric characters, including special characters**) (**field is conditionally required to complete a Shipping Request if at least one 'ITN' is entered in the 'Number of ITN(s)' field (otherwise, the field is optional)**)  
(**field displays if 'No EEI Required' checkbox is unselected**)

- ITAR Controlled Shipment () (*field is conditionally required to complete a Shipping Request if "Yes" is selected in the 'Is this a Foreign Military Sales (FMS) Shipment' field and at least one 'ITN' is entered in the 'Number of ITN(s)' field (otherwise, the field is optional)*)
- Number of ITN(s) (*hover text: "Internal Transaction Number"*) (*options: 1-99*)  
(*fields display if 'Number of ITN(s)' field has a value selected*)
  - ITN (*hover text: "Internal Transaction Number"*) (*up to 20 alphanumeric characters, no special characters*)
  - Schedule B (*up to 10 digits, no special characters or dashes*)
- (*fields display if "MilAir" / "IBS Breakbulk" / "IBS Container" is selected in the 'Mode Type' field*)
  - POE \* (*hover text: "Port of Embarkation"*) (*up to 3 alphanumeric characters, no special characters*)
  - POD \* (*hover text: "Port of Debarkation"*) (*up to 3 alphanumeric characters, no special characters*)
- (*fields display if "MilAir" is selected in the 'Mode Type' field*)
  - FACTS/LTS Submit Date \* (*Date field is editable: YYYYMMDD format*)
  - FACTS/LTS Status (*options: AIR / CHL / DIV / HLD / PND*)
  - Clearance Number (*up to 25 alphanumeric characters, no special characters*)
  - Diverted to CCP ()
- (*fields display if "IBS Breakbulk" / "IBS Container" is selected in the 'Mode Type' field*)
  - Movement Type \* (*option: D to D / D to P / P to D / P to P*)
  - PCFN \* (*hover text: "Port Call File Number"*) (*6 digits required, no special characters or dashes*)
  - Booking Number \* (*up to 15 alphanumeric characters*)
  - IBS Submit Date \* (*Date field is editable: YYYYMMDD format*)
  - Booking Date \* (*Date field is editable: YYYYMMDD format*)
  - Dry Cutoff Date \* (*Date field is editable: YYYYMMDD format*)
- (*field displays if 'No EEI Required' checkbox is selected*)
  - EEI Exemption Code (*up to 20 alphanumeric characters, including special characters*) (*field is pre-populated with the value "30.39"*)
- (*fields display if 'ITAR Controlled Shipment' checkbox is selected*)
  - ITAR License/Exemption Number (*hover text: "International Traffic in Arms Regulations License/Exemption Number"*) (*auto-populates read-only with the same value as the 'ITN' field*)
- (*fields display if "IBS Container" is selected in the 'Mode Type' field*)
  - Number of Containers \* (*1-99 number required*)
- (*fields display if 'Number of Containers' field has a value selected*)
  - Container TCN (*hover text: "Transportation Control Number"*) (*17 alphanumeric characters required*) (*each entry must be unique within the same Shipping Request*)
  - Container Number (*11 alphanumeric characters required; a dash is automatically added between characters 10 and 11*) (*each entry must be unique within the same Shipping Request*)

## Mode/Method Details

### Mode Type

IBS Breakbulk

No EEI Required

ITAR Controlled Shipment

### POE

DFE

### POD

CRF

### Movement Type

D to D

X

### PCFN

754939

### Booking Number

BH896HG52

### IBS Submit Date

2025/10/31



### Booking Date

2025/11/01

### Dry Cutoff Date

2025/11/26



### Title 22 CFR Exemption Code

EX22-54321-C

Number of ITN(s):

2

X

▼

### ITN

ITN658932

### Schedule B

2987123

ITN287654

3987123

*NOTE: The number of 'ITN' and 'Schedule B' fields is dictated by the number selected in the 'Number of ITN(s)' field.*

*NOTE: The number of 'Container TCN' and 'Container Number' fields is dictated by the number selected in the 'Number of Containers' field.*

## Package Information

At least one package is required to submit a Shipping Request.

### Package Information Fields:

- Package Weight Type \* (options: lbs. / kg; defaulting lbs.)

- Type of Shipment (*options: Small Package Express / Other (Spot Bid, FAST, etc.) / No Shipper System Required*)
- Shipper's After Duty Hours Phone Number (*field displays if "Small Package Express" is selected in the 'Type of Shipment' dropdown and "Yes" is selected in the 'Shipping out of Country?' field*) (**7-15 digits, no special characters or dashes**)

## Package Information

Package Weight Type *	Type of Shipment	Shipper's After Duty Hours Phone Number
lbs. <input type="button" value="▼"/>	Small Package Express <input type="button" value="X"/> <input type="button" value="▼"/>	<input type="text"/>

## Packages

*Buttons:*

- Add Package

Packages

After entering the 'Items to be Shipped' field information, click the **Add Package** button to add a package.

*Add Package Pop-up Fields:*

- Package Type \* (*options: BD-Bundle / BX-Box / CR-Crate / CS-Case / CT-Carton / LS-Loose / MW-Multiwall / PC-Piece / PT-Pallet / RE-Reel / RO-Roll / RT-Roll on Roll off / SB-Skid Box / SW-Suitcase / VE-Vehicle / VO-Vehicle in Operating Condition / Other*)
- Other Package Type \* (*field displays when "Other" is selected for the 'Package Type' field*)
- Package Type Quantity \* (*up to 999,999,999*) (*must not exceed the value of "10" when sending to GFM*)
- Package Weight \* (*up to 999,999,999*)
- Package Length \* (inches) (*up to 999,999,999*)
- Package Width \* (inches) (*up to 999,999,999*)
- Package Height \* (inches) (*up to 999,999,999*)
- Total Cube (*auto-calculated read-only field based on this equation: [(Package Length X Package Width X Package Height/1728) \* Package Type Qty] (Cubic feet)*)

Add Package

Package Type \*

Package Type Quantity \*

Package Weight \*

Package Length \*

Package Width \*

Package Height \*

Total Cube  
0.00 cubic feet

Save Save and Add Another Cancel

*NOTE: All packages display the same weight type (i.e., "lbs." or "kg") depending on what is selected in the "Package Weight Type" drop-down.*

*Pop-up Buttons:*

- Save (*saves current package and closes pop-up*)
- Save and Add Another (*saves current package and keeps modal open. Clears all previously entered data*)
- Cancel (*closes pop-up without saving*)

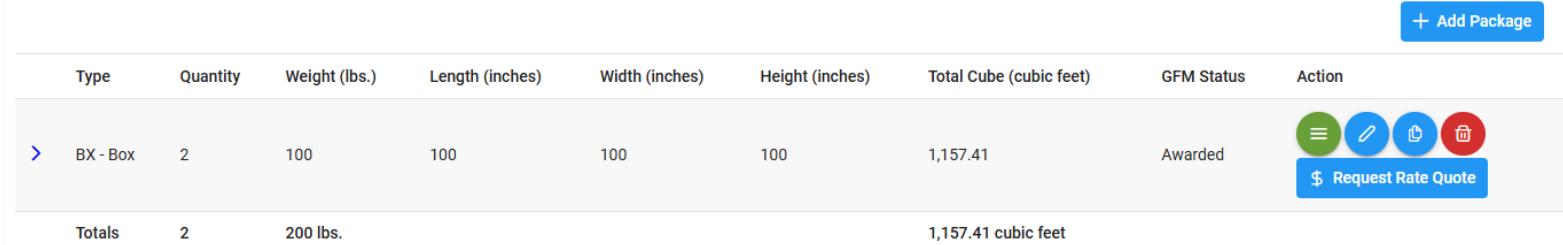
*Package(s) Information Table:*

- Type
- Quantity (*combined quantity of every row is displayed at the bottom of the table column*)
- Weight (*total of the weight is calculated automatically by summing the product of 'Package Type Quantity' and 'Package Weight' for each row. The value is displayed at the bottom of the table column*)
- Weight (*lbs. or kg depending on what is selected in the 'Package Weight Type' drop-down*)
- Length (inches)
- Width (inches)
- Height (inches)
- Total Cube (cubic feet) (*combined cubic foot of every row is displayed at the bottom of the table column*)
- GFM Status (*auto-populates as "Incomplete" or "Awarded" if a package is successfully sent to GFM or as "Cancelled" if a request to cancel was made*)
- Action
  - Add Item (*hover text: "Add Item"*) (*displays a sub row with Line Items*)
  - Add Vehicle (*hover text: "Add Vehicle"*) (*displays a sub row with Vehicles*)
  - Add Hazard (*hover text: "Add Hazard"*) (*displays a sub row with Hazard*)
  - Edit Package (*hover text: "Edit Package"*) (*options: Save / Cancel*) (*fields are identical to 'Add Package' fields*)
  - Duplicate Package (*hover text: "Duplicate Package"*) (*copies the package data and adds a new row to the table with the copied data*)

- Delete Package (hover text: "Delete Package") (removes the package and it cannot be restored) (confirmation pop-up displays stating: "Are you sure you wish to delete this Package and its associated information? Once deleted, it is not recoverable.") (options: Yes / No)
- Request Rate Quote (button displays if "Small Package Express" is selected in the 'Type of Shipment' field) (select to request a Rate Quote) (hover text: "Submits a request to GFM for Country-to-Country or Zip-to-Zip Quotes") (options: Yes / No)

*NOTE: When duplicating a package, the 'Package TCN' and 'Package Tracking Number' fields are not copied to the new package. The duplicated package is editable. Changes to the original package do not affect the duplicated package.*

## Packages



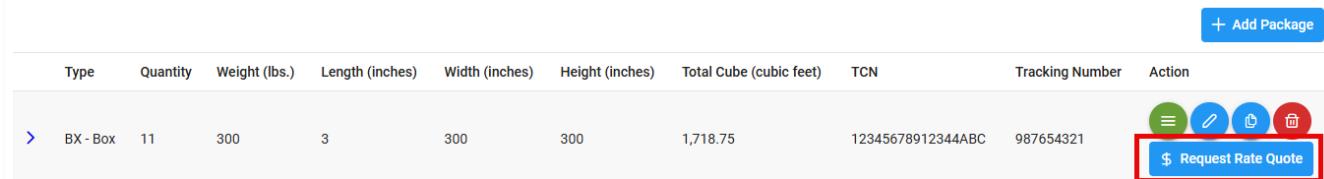
A screenshot of a web-based application showing a 'Packages' table. The table has columns for Type, Quantity, Weight (lbs.), Length (inches), Width (inches), Height (inches), Total Cube (cubic feet), GFM Status, and Action. There is a 'Request Rate Quote' button in the Action column for the BX-Box entry. The 'Request Rate Quote' button is highlighted with a red box.

Packages								
<span style="float: right;">+ Add Package</span>								
Type	Quantity	Weight (lbs.)	Length (inches)	Width (inches)	Height (inches)	Total Cube (cubic feet)	GFM Status	Action
> BX-Box	2	100	100	100	100	1,157.41	Awarded	<span style="color: green;">≡</span> <span style="color: blue;">✎</span> <span style="color: blue;">🕒</span> <span style="color: red;">✖</span> <span style="color: blue;">\$ Request Rate Quote</span>
Totals	2	200 lbs.						

## Request a Rate Quote

Select the 'Request Rate Quote' button in the Packages table to request a rate quote.

## Packages



A screenshot of a web-based application showing a 'Packages' table. The table has columns for Type, Quantity, Weight (lbs.), Length (inches), Width (inches), Height (inches), Total Cube (cubic feet), TCN, Tracking Number, and Action. There is a 'Request Rate Quote' button in the Action column for the BX-Box entry. The 'Request Rate Quote' button is highlighted with a red box.

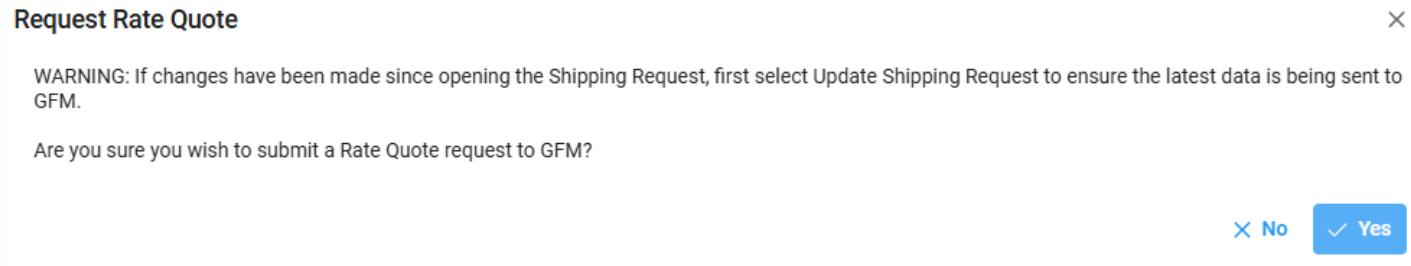
Packages									
<span style="float: right;">+ Add Package</span>									
Type	Quantity	Weight (lbs.)	Length (inches)	Width (inches)	Height (inches)	Total Cube (cubic feet)	TCN	Tracking Number	Action
> BX-Box	11	300	3	300	300	1,718.75	12345678912344ABC	987654321	<span style="color: green;">≡</span> <span style="color: blue;">✎</span> <span style="color: blue;">🕒</span> <span style="color: red;">✖</span> <span style="color: blue;">\$ Request Rate Quote</span>

### *Request Rate Quote Pop-up:*

A 'Request Rate Quote' confirmation pop-up displays stating: "WARNING: If changes have been made since opening the Shipping Request, first select Update Shipping Request to ensure the latest data is being sent to GFM. Are you sure you wish to submit a Rate Quote request to GFM?" Select "Yes" to display the 'GFM Rate Quote Carriers' Pop-up.

#### *Buttons:*

- Yes (*'GFM Rate Quote Carriers' pop-up displays*)
- No (*system returns to the 'Items to be Shipped' screen*)



### *GFM Rate Quote Carriers Pop-up:*

When "Yes" is selected, a 'GFM Rate Quote Carriers' pop-up displays with an informational message: "Rates do not include any additional accessorial surcharges." Select one of the available rate quote carriers to populate carrier information in the package.

#### *Columns:*

- Carrier Name
- Carrier SCAC
- Service Type
- Max Transit Time
- Rate Weight
- Base Rate
- Total Quote Charge

#### *Buttons:*

- Populate Carrier Information (*carrier information populates to the following fields in the 'Shipment Details' section: 'Carrier', 'SCAC', 'Service Name', 'Service Type', 'Payor Account Number', 'Duty Tax Payor Account Number'*) (*NOTE: The 'Duty Tax Payor Account Number' field populates if the package ships internationally*)
- Cancel (*system returns to the 'Items to be Shipped' screen*)

#### GFM Rate Quote Carriers

① Rates do not include any additional accessorial surcharges.

Carrier Name ↑↓	Carrier SCAC ↑↓	Service Type ↑↓	Max Transit Time ↑↓	Rated Weight ↑↓	Base Rate ↑↓	Total Quote Charge ↑↓
United Parcel Service	UPSN	Express Saver	8 Days	0	32.89	44.77
Federal Express	FDE	International Priority	5 Days	0	85.64	85.64
Polar Air Cargo (DHL Express)	PAZC	Express Worldwide	8 Days	0	40.64	86.64

Records: 1 to 3

⟨⟨ < 1 > ⟩⟩ 10 ↓

3 Records Returned

 [Populate Carrier Information](#)

 [Cancel](#)

#### Rate Quotes for International Shipments:

If "Yes" is selected in the 'Shipping out of Country?' field and either the 'Ship From Address' or 'Ship To Address' specifies out of country information, entering the following fields provides a specific quote for international shipments:

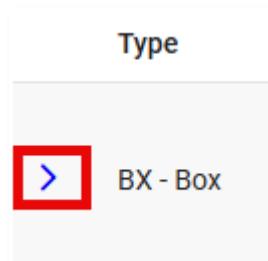
- Package Type (field displays if the 'Carrier' field in the 'Shipment Details' section has an option selected)
- Declared Value
- Saturday Service
- Dry Ice Weight
- Dry Ice Unit of Measure

*NOTE: If the carrier information populates successfully, a success message displays.*

*NOTE: Columns are sortable and filterable.*

#### How to display packages and subsections

Click the **arrow** to display subsections in each package.



Subsections display for each package. Click the **arrow** to display the fields for each subsection.



Line Items

Hazardous Materials

## Line Items Subsection

At least one Item is required per package.

### Add Line Item Button:

- Add Item (*button displays in the Action column of the Package row*)



Type	Quantity	Weight (lbs.)	Length (inches)	Width (inches)	Height (inches)	Total Cube (cubic feet)	Action	Add Item	+ Add Package
> BX - Box	2	100	100	100	100	1,157.41	  		
Totals						1,157.41 cubic feet			

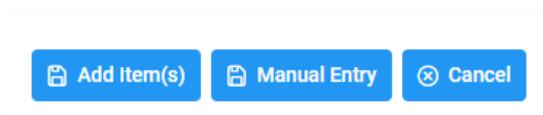
### Line Item Selection Pop-up:

#### Data Source Buttons:

- EDA/PDS
- MOCAS/SDW

**Buttons:**

- Add Item(s) (*pop-up closes and the line items selected are added to the 'Line Items' table for the package being worked*)
- Manual Entry ('Add Item' page displays, and the fields are manually entered)
- Cancel (*pop-up closes and no line items are added*)



**Manual Entry Fields:**

(*fields display if selecting "Manual Entry" button from the 'Add Items' pop-up*) (*add one or more line items. Combine these selected line items with line items from EDA/PDS and/or MOCAS/SDW*)

- Line Item Number \* (*up to 6 character alphanumeric characters*)
- Line Item Quantity \* (*up to 999,999,999*)
- National Stock Number (*13 numeric characters, leave blank if no NSN*)
- Value per Unit (*up to 999,999,999 including 6 decimal places*)
- Trans Appropriations (TAC/MORD) (*up to 50 alphanumeric characters, no special characters*)
- [CIIC](#) (*hover text: "Controlled Inventory Item Code"*) (*hover text for information icon: "Look up CIIC and Descriptions"*) (*max: 1 alphanumeric or special character*)
- MILSTRIP/Requisition #/DCN (*up to 17 alphanumeric characters, no special characters*)
- Line Item Description \* (*up to 500 alphanumeric characters, including special characters*)
- Hazardous? \* (*options: Yes / No*)

Add Line Item

Line Item Number *	Line Item Quantity *	National Stock Number	Value per Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trans Appropriations (TAC/MORD)	CIIC	MILSTRIP/Requisition #/DCN	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Line Item Description *			
<input type="text"/>			
Hazardous? *			
<input type="radio"/> Yes <input type="radio"/> No			

**Manual Entry Buttons:**

- Save (*closes the pop-up and saves the line item information*)
- Save and Add Another (*saves the line item information, the pop-up remains open but all data previously entered is cleared*)
- Cancel (*closes the pop-up and nothing is saved*)

**NOTE:** If fields are entered in the line item, and the "Save" button is clicked, then the 'x' button is clicked to cancel, the line item fields do not save.

**NOTE:** Line item fields do not save if there are validation errors.

#### **Line Items Table:**

(table displays when selecting "EDA/PDS" or "MOCAS/SDW" from the Add Items' radio button) (select one or more line items. Combine these selected line items with line items from EDA/PDS, MOCAS/SDW, and/or manually entered line items)

- Line Item Number \*
- Line Item Quantity \* (up to 999,999,999)
- Line Item Description \* (up to 500 alphanumeric characters, including special characters)
- National Stock Number (13 numeric characters, leave blank if no NSN)
- Value per Unit
- Trans Appropriations (TAC/MORD) (if available) (up to 50 alphanumeric characters, no special characters)
- [CIIC](#) (hover text: "Controlled Inventory Item Code") (hover text for information icon: "Look up CIIC and Descriptions") (if available) (max: 1 alphanumeric or special character)
- Hazardous? (if available) (options: Yes / No)
- MILSTRIP/Requisition #/DCN (if available) (up to 17 alphanumeric characters, no special characters)
- Action Buttons:
  - Edit (hover text: "Edit Line Item") (the rows line item data becomes editable) (options: Save / Cancel)
  - Duplicate (hover text: "Duplicate Line Item") (copies the line item data and adds a new row to the table with the copied data)
  - Delete (hover text: "Delete Line Item") (removes the line item and cannot be restored) (NOTE: Clicking the Delete button displays a confirmation pop-up stating: "Are you sure you wish to delete this line item? Once deleted, the line item is not recoverable." Options: Yes / No)

Line Items								
Line Item Number	Line Item Quantity	Line Item Description	National Stock Number	Value per Unit	Trans Appropriations (TAC/MORD)	CIIC	Hazardous	MILSTRIP/Requisition #/DCN
0005	1	TEST	8115015900069	5		Y		154653121156461



**NOTE:** If a line item is added to a package from either EDA/PDS or MOCAS/SDW, the 'Line Item Quantity' field does not pre-populate but is a required field.

*NOTE: If a line item is added to a package and the NSN is either pre-populated from EDA/PDS, MOCAS/SDW, or is manually entered, then the "CIIC" (Controlled Inventory Item Code) populates from Public Logistics Data (PUB LOG) / Federal Logistics Information System (FLIS).*

*NOTE: If the 'HMIC' field in PUB LOG/FLIS is populated with 'Y', then the 'Hazardous?' field for the particular line item is marked with "Yes", otherwise the field is left blank (the field is required).*

*NOTE: An informational message displays stating: "CIIC" and 'Hazardous?' were populated from PUB LOG/FLIS, when available."*

*NOTE: Line items from EDA/PDS with 'CIIC' and 'Hazardous?' populated from PUB LOG/FLIS were located by using the NSN and Prime Contractor CAGE Code found on the PDS XML. If a Manufacturer Part Number is available as well, that was used to narrow down to a unique result.*

*NOTE: Line Items from MOCAS/SDW with 'CIIC' and 'Hazardous?' populated from PUB LOG/FLIS were located by searching the NSN and Prime Contractor CAGE Code to narrow down to a unique result.*

## **Vehicle Information (Exports) Subsection**

At least one vehicle is required in the 'Vehicle Information' section, per package with a 'Package Type' of "VE-Vehicle" or "VO-Vehicle in Operating Condition" in the 'Items to be Shipped' section.

### *Buttons:*

- Add Vehicle (*button displays in the 'Action' column on the Packages table when the 'Package Type' is "VE – Vehicle" or "VO – Vehicle in Operating Condition"*)

## Packages

ⓘ At least one vehicle is required for each Package where Package Type is "VE - Vehicle" or "VO - Vehicle in Operating Condition".

+ Add Package

Type	Quantity	Weight (lbs.)	Length (inches)	Width (inches)	Height (inches)	Total Cube (cubic feet)	Action		
> VE - Vehicle	1	6,530	194	91	75	766.23	    		
Totals	1	6,530 lbs.							766.23 cubic feet

### Add Vehicle Pop-up:

#### Add Vehicle:

- VIN/Chassis/Frame # (**up to 50 alphanumeric characters**)
- Make (**up to 50 alphanumeric characters**)
- Model/Type (**up to 50 alphanumeric characters**)
- Color (**up to 50 alphanumeric characters**)
- Engine No (**up to 50 alphanumeric characters**)
- Type of Fuel (**up to 50 alphanumeric characters**)
- Manufacturing Country (**up to 50 alphanumeric characters**)
- Manufacturing Year (**4 numeric characters**)

*NOTE: Vehicle information is required if moving out of country. Not required if staying in country.*

#### Add Vehicle

⚠ Vehicle information is required if moving out of country. Not required if staying in country.

VIN/Chassis/Frame #	Make	Model/Type	Color
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Engine No	Type of Fuel	Manufacturing Country	Manufacturing Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 Save

 Save and Add Another

 Cancel

*Pop-up Buttons:*

- Save (*closes the pop-up and saves the vehicle information*)
- Save and Add Another (*saves the vehicle information, the pop-up remains open, but all data previously entered is cleared*)
- Cancel (*closes the pop-up and nothing is saved*)

*Table Columns:*

- VIN/Chassis/Frame #
- Make
- Model/Type
- Color
- Engine No
- Type of Fuel
- Manufacturing Country
- Manufacturing Year
- Action Buttons:
  - Edit (*hover text: "Edit Vehicle"*)
    - Save (*saves the updated vehicle information. Displays the updated data in the table*)
    - Cancel (*doesn't save the updated vehicle information*)
  - Duplicate (*hover text: "Duplicate Vehicle"*) (*subsequent new row is added to the table with the same vehicle data as the row copied except for the VIN. Enter a VIN in the duplicate row before submitting the record*)
  - Delete (*hover text: "Delete Vehicle"*) (*confirmation pop-up displays stating: "Are you sure you wish to delete this Vehicle? Once deleted, the Vehicle is not recoverable"*)
    - Yes (*closes the pop-up and removes the vehicle*)
    - No (*closes the pop-up and does not remove the vehicle*)

**Vehicle Information (Exports)**

VIN/Chassis/Frame #	Make	Model/Type	Color	Engine No	Type of Fuel	Manufacturing Country	Manufacturing Year	Action
000000000000KY\$7896	AM GENERAL	HUMVEE		1	DIESEL	USA	2011	  

## Hazardous Materials Subsection

*(subsection displays if "Yes" is selected in the 'Hazardous?' field in the 'Line Item' pop-up)*

*Hazardous Materials Fields:*

- UN/NA ID \* (6 alphanumeric characters)
- Proper Shipping Name (PSN) \* (up to 100 alphanumeric characters, including special characters)
- Class/Division/Compatibility Group \* (up to 4 alphanumeric characters, including special characters (e.g., -1.1D))
- Subsidiary Class Division (up to 4 alphanumeric characters, including special characters (e.g., -1.1D))
- Total Hazardous Quantity \* (up to 6 alphanumeric characters, including special characters) (info message: Select from dropdown Unit of Measure (i.e., lb, kg, etc.))
- Total Hazardous Quantity UoM \* (hover text: "Unit of Measure") (options: lbs / kg / g / mg / gal / L / mL)
- Total Hazardous Quantity UoM Type (hover text: "Unit of Measure") (options: Net / Gross)
- Net Explosive Weight (N.E.W.) (up to 7 alphanumeric characters, including special characters) (info message: Select Net Explosive Weight UoM (lbs or kg))
- Net Explosive Weight (N.E.W.) UoM \* (hover text: "Unit of Measure") (field displays if the 'Net Explosive Weight (N.E.W.)' field has a value) (options: lbs. / kg)
- Round Count (up to 999,999,999)
- Lot Number (up to 50 alphanumeric characters, including special characters)
- DOT "EX" Number (up to 12 alphanumeric characters, including special characters)
- Interim Hazard Classification (IHC) (options: Yes / No) (if "Yes" is selected, an information message displays stating: Please upload the Interim Hazard Classification (IHC) to the 'Supporting Documents' tab)
- Department of Defense Identification Code (DODIC) (4 alphanumeric characters)
- Packaging Group (options: I / II / III)
- Packaging Instructions \* (up to 20 alphanumeric characters, including special characters)
- Flashpoint (up to 5 alphanumeric characters, including special characters)
- Flashpoint Temperature Scale \* (field displays if 'Flashpoint' field has a value) (options: C / F)
- Inhalation Hazard (options: Zone A / Zone B / Zone C / Zone D)
- Special Routing Information (multi-select options: Limited Quantity / Dangerous When Wet / Hot (Heated Molten State) / Poisonous / Reportable Quantity / Residue Indicator / Cargo Aircraft Only) (hover text: "Check all that apply")
- Offeror Name (up to 35 alphanumeric characters, including special characters)
- Certifier Name \* (up to 35 numeric characters, including special characters)
- 24-Hour Emergency Contact Phone \* (7-15 digits, no special characters or dashes)

## Hazardous Materials

UN/NA ID *	Proper Shipping Name (PSN) *	Class/Division/Compatibility Group *	Subsidiary Class Division
1234AB	SMALL ARMS AMMUNITION	7	6.1
Total Hazardous Quantity *	Total Hazardous Quantity UoM *	Total Hazardous Quantity UoM Type	Net Explosive Weight (N.E.W.)
2	lbs	Net	550
<small> ⓘ Select Total Hazardous Quantity UoM (i.e., lb, kg, etc.)</small>			
Net Explosive Weight (N.E.W.) UoM *	Round Count	Lot Number	DOT "EX" Number
lbs	0	2	
Interim Hazard Classification (IHC) <input type="radio"/> Yes <input type="radio"/> No	Department of Defense Identification Code (DODIC) ABCD	Packaging Group I	Packaging Instructions * SECURE PACKAGING
Flashpoint 18	Flashpoint Temperature Scale * C	Inhalation Hazard Zone A	Special Routing Information Limited Quant... <input type="button" value="X"/>
Offeror Name SMALL ARMS AMMUNITION CO	Certifier Name * JOHN DOE	24-Hour Emergency Contact Phone * 21088888888888	

### Infectious Substance Responsible Contact Fields:

(fields display if "6.2" is entered in the 'Class/Division/Compatibility Group' field)

- Point of Contact Name (*up to 20 alphanumeric characters, including special characters*)
- Point of Contact Phone Number (*7-15 digits, no special characters or dashes*)

#### Infectious Substance Responsible Contact

Point of Contact Name

JANE SMITH

Point of Contact Phone Number

2108888888

### Radioactive Package Details Fields:

(fields display if "7" is entered in the 'Class/Division/Compatibility Group' field)

- Chemical Form (*up to 35 alphanumeric characters, including special characters*)
- Criticality Safety Index (*up to 20 digits, no special characters or dashes*)
- Radionuclide Code (*up to 50 alphanumeric characters, including special characters*)

- Transport Index (*up to 20 digits, no special characters or dashes*)
- Surface Reading (*up to 20 digits, no special characters or dashes*)
- Container Class (*options: Expected Package / Industrial IP-1 / Industrial IP-2 / Industrial IP-3 / Type A / Type B (M) / Type B (U) / Type C*)
- Physical Form (*options: Gas / Liquid / Solid / Special*)
- RPD Value (*hover text: "Radioactive Packaging Details"*) (*up to 20 digits, no special characters or dashes*)
- RPD Units (*hover text: "Radioactive Packaging Details"*) (*hover text for information icon: "Look up RPD Unit Descriptions"*) (*options: BQ / GBQ / KBQ / MBQ / PBQ / TBQ*)

Radioactive Packaging Details

Chemical Form SODIUM CHLORIDE (NACL)	Criticality Safety Index 1234	Radionuclide Code CO-60 (COBALT-60) WITH ACTIVITY LEVEL 1	Transport Index 1234
Surface Reading 1234	Container Class Expected Package	Physical Form Liquid	RPD Value 0
RPD Units ⓘ BQ			

NOTE: When the Information Symbol for the 'RPD Units' field is clicked, a pop-up displays with RPD Unit Descriptions.

RPD Unit Descriptions

RPD Unit	Description
BQ	Becquerel
GBQ	Gigabecquerel
KBQ	Kilobecquerel
MBQ	Megabecquerel
PBQ	Petabecquerel
TBQ	Rerabecquerel

✖ ✖ Close

## Shipment Details Subsection

### Shipment Details Fields:

(*fields display if "Small Package Express" is selected in the 'Type of Shipment' field; however, the 'Package TCN' field does not have a display condition*)

- Carrier
  - If **"Yes"** is selected in the 'Shipping out of Country?' field, the following options display: FedEx Express / UPS Air / DHL.
  - If **"No"** is selected in the 'Shipping out of Country?' field, the following options display: FedEx Express / FedEx Ground / UPS Air / UPS Ground.
  - If **"No"** is selected in the 'Shipping out of Country?' field and **"Yes"** is selected in the 'Hazardous' field for at least one line item, the following options display: FedEx Express / UPS Air
- SCAC (*hover text: "Standard Carrier Alpha Code"*) (*auto-populates read-only*)
  - If the Carrier is **FedEx Express**, the SCAC field auto-populates as "FDE".
  - If the Carrier is **FedEx Ground**, the SCAC field auto-populates as "FDEG"
  - If the Carrier is **UPS Air** or **UPS Ground**, the SCAC field auto-populates as "UPSN"
  - If the Carrier is **DHL**, the SCAC field auto-populates as "DHLC"
- Service Name (*defaults to "Select"*)
  - If the Carrier is **FedEx Express**, the Service Name field displays the following options: First Overnight / Priority Overnight / Standard Overnight / FedEx 2Day A.M. / 2Day / Express Saver / International First / International Priority / Express 1st Overnight Freight / Express Freight (F1) / Express Freight (F2) / International Priority Freight / International Economy Freight
  - If the Carrier is **FedEx Ground**, the Service Name field displays the following options: Domestic Ground Service / Home Delivery
  - If the Carrier is **UPS Air**, the Service Name field displays the following options: Next Day Air Early A.M. / Next Day Air / Next Day Air Saver / UPS 2nd Day Air A.M. / UPS 2nd Day Air / 3 Day Select / Express Saver
  - If the Carrier is **UPS Ground**, the Service Name field displays the following option: Domestic Ground Service
  - If the Carrier is **DHL**, the Service Name field displays the following option: Express Worldwide
- Service Type (*auto-populates read-only*)
  - If the Carrier is **FedEx Express** and Service Name is **First Overnight**, the Service Type field auto-populates as "AM"
  - If the Carrier is **FedEx Express** and Service Name is **Priority Overnight**, the Service Type field auto-populates as "DO"
  - If the Carrier is **FedEx Express** and Service Name is **Standard Overnight**, the Service Type field auto-populates as "DP"
  - If the Carrier is **FedEx Express** and Service Name is **FedEx 2Day A.M.**, the Service Type field auto-populates as "2M"
  - If the Carrier is **FedEx Express** and Service Name is **2Day**, the Service Type field auto-populates as "DE"
  - If the Carrier is **FedEx Express** and Service Name is **Express Saver**, the Service Type field auto-populates as "D3"
  - If the Carrier is **FedEx Express** and Service Name is **International First**, the Service Type field auto-populates as "IF"
  - If the Carrier is **FedEx Express** and Service Name is **International Priority**, the Service Type field auto-populates as "IP"

- If the Carrier is **FedEx Express** and Service Name is **Express 1st Overnight Freight**, the Service Type field auto-populates as "F5"
- If the Carrier is **FedEx Express** and Service Name is **Express Freight (F1)**, the Service Type field auto-populates as "F6"
- If the Carrier is **FedEx Express** and Service Name is **Express Freight (F2)**, the Service Type field auto-populates as "F8"
- If the Carrier is **FedEx Express** and Service Name is **International Priority Freight**, the Service Type field auto-populates as "I6"
- If the Carrier is **FedEx Express** and Service Name is **International Economy Freight**, the Service Type field auto-populates as "I8"
- If the Carrier is **FedEx Ground** and Service Name is **Domestic Ground Service**, the Service Type field auto-populates as "DG"
- If the Carrier is **FedEx Ground** and Service Name is **Home Delivery**, the Service Type field auto-populates as "HD"
- If the Carrier is **UPS Air** and Service Name is **Next Day Air Early A.M.**, the Service Type field auto-populates as "AM"
- If the Carrier is **UPS Air** and Service Name is **Next Day Air**, the Service Type field auto-populates as "DO"
- If the Carrier is **UPS Air** and Service Name is **Next Day Air Saver**, the Service Type field auto-populates as "DP"
- If the Carrier is **UPS Air** and Service Name is **UPS 2nd Day Air A.M.**, the Service Type field auto-populates as "2M"
- If the Carrier is **UPS Air** and Service Name is **UPS 2nd Day Air**, the Service Type field auto-populates as "DE"
- If the Carrier is **UPS Air** and Service Name is **3 Day Select**, the Service Type field auto-populates as "D3"
- If the Carrier is **UPS Air** and Service Name is **Express Saver**, the Service Type field auto-populates as "ES"
- If the Carrier is **UPS Ground** and Service Name is **Domestic Ground Service**, the Service Type field auto-populates as "DG"
- If the Carrier is **DHL** and Service Name is **Express Worldwide**, the Service Type field auto-populates as "IP"
- Payment Type (*auto-populates read-only as "Bill Sender"*)
- Payor Account Number \* (*auto-populates read-only from the Manage Payor Accounts table based on the 'Transportation Team' assigned and the 'Carrier' selected on the Shipping Request. If the field does not auto-populate, a message displays stating: "There is no Payor Account associated with the selected Carrier and Transportation Team. Please contact a SIR Administrator or a Transportation Team user to have a Payor Account Number set up."*)
- Duty Tax Payment Type (*field displays if "Yes" is selected in the 'Shipping out of Country?' field*) (*auto-populates read-only as "Bill Sender" or if "DHL" is selected in the 'Carrier' field, the field auto-populates read-only as "Bill Recipient or Bill Consignee"*)
- Duty Tax Payor Account Number (*field displays if "Yes" is selected in the 'Shipping out of Country?' field*) (*auto-populates read-only as the same value as the 'Payor Account Number' field or if "DHL" is selected in the 'Carrier' field, the field auto-populates read-only as "Not Required"*)
- Saturday Service (*options: None / Pickup / Delivery*) (*if "DHL" is selected in the 'Carrier' field and "Pickup" is selected from the 'Saturday Service' options, an informational message displays stating: "Contact DHL in advance to confirm Saturday pickup availability at the specific origin location (country, region, or state)"*)
- Package TCN (*hover text: "Transportation Control Number"*) (*field displays for each package type quantity; if the 'Type of Shipment' field does not have an option selected or has "Other (Spot Bid, FAST, etc.)" selected, then the 'Package TCN' field displays once per package*) (*17 alphanumeric characters, not including special characters*) (*each 'Package TCN' is required to send to GFM*)

- Package Tracking Number (*field displays for each package type quantity*) (*pre-populates when sent to GFM*) (*up to 64 alphanumeric characters, including special characters*)
- Package GFM Number (*field displays if a package is successfully sent to GFM ("Awarded" is auto-populated in the 'GFM Status' field)*)

#### Shipment Details

Carrier	SCAC	Service Name	Service Type
FedEx Express	FDE	First Overnight	AM
Payment Type	Payor Account Number	Saturday Service	
Bill Sender	510087020	Pickup	
Package TCN	Package Tracking Number	Package GFM Number	
TCN547H87IJFJ8896	TH745734-7834G	3557786	
TCN347H87IJFJ8894	TH74573Y-7834P	3557787	

*NOTE: 'Payor Account Number' and 'Duty Tax Payor Account Number' fields are not visible to Vendor users, View Only users, and Transportation Team or Traffic Management Specialist users who are not assigned to the same Transportation Team as the Shipping Request.*

*NOTE: The system checks for duplicate 'Package TCN(s)' upon entering a TCN in the 'Package TCN' field(s). If a duplicate 'Package TCN' is found, a warning message displays stating: "This TCN already exists either on the same request or on a different request. Please verify if this is correct before proceeding." The system still allows for updating and submitting the Shipping Request. The warning appears each time a duplicate TCN is entered or the Shipping Request with the duplicate TCN is accessed.*

*NOTE: The 'Package Tracking Number' fields pre-populate when sent to GFM, ensuring each Tracking Number is correctly associated with its respective 'Package TCN'. A confirmation message will display stating: "Tracking Number(s) were successfully populated from GFM." If 'Package Tracking Number' fields have already been entered and an attempt is made to send to GFM, a warning message displays stating: "Tracking Number information already entered by the user, therefore, nothing will be sent to GFM" and the 'Package TCN' is not sent to GFM.*

## Dangerous Goods Information Subsection

(subsection displays if "Small Package Express" is selected in the 'Type of Shipment' field and "No" is selected in the 'Shipping out of Country?' field with "FedEx Express", "FedEx Ground", or "UPS Ground" selected in the 'Carrier' field. Additionally, the subsection also displays if "Yes" is selected in the 'Shipping out of Country?' field and "FedEx Express" is selected in the 'Carrier' field)

### Dangerous Goods Checkbox Fields:

- Dangerous Goods (field displays if "FedEx Express" is selected in the 'Carrier' field)
- Combustible Materials (field displays if "UPS Ground" is selected in the 'Carrier' field)
- Limited Quantity (field displays if "UPS Ground" is selected in the 'Carrier' field)
- Lithium Battery Exception
- Overpack
- ORM-D (hover text: "Other Regulated Materials for Domestic transport only") (field displays if "FedEx Ground" or "UPS Ground" is selected in the 'Carrier' field and "No" is selected in the 'Hazardous?' field for every line item within the same package)
- All Packed in One
- Excepted Quantity (field displays if "FedEx Express" is selected in the 'Carrier' field)
- Small Quantity Exception (field displays if "FedEx Ground" or "UPS Ground" is selected in the 'Carrier' field and "No" is selected in the 'Hazardous?' field for every line item within the same package)
- Dry Ice
- Medical Use (field displays if 'Dry Ice' checkbox is selected)

NOTE: Users can select a maximum of three (3) checkboxes (this rule does not include the 'Medical Use' checkbox). When the maximum selection is reached, the remaining checkboxes are disabled and an informational message displays stating: "A maximum of three dangerous goods can be shipped together. To add a different dangerous good, unselect one or more of the currently selected dangerous goods".

NOTE: Users cannot select both the 'Small Quantity Exception' and 'ORM-D' fields simultaneously. To make one field available for selection, the user must deselect the other field.

### Dangerous Goods Non-checkbox Fields:

(fields display if 'Dry Ice' checkbox is selected)

- Dry Ice Weight \* (up to 5 digits, no special characters or dashes)
- Dry Ice Weight UoM \* (hover text: "Unit of Measure") (options: lbs / kg)

(fields display if 'Dangerous Goods' and 'Dry Ice' checkboxes are selected)

- Dry Ice UN/NA ID \* (up to 6 alphanumeric characters, no special characters)
- Dry Ice Proper Shipping Name \* (up to 400 alphanumeric characters, including special characters)
- Dry Ice Class Division \* (up to 4 alphanumeric characters, including special characters (e.g., 1.1D))

- Dry Ice Packaging Group \* (*options: I / II / III*)
- Dry Ice Packaging Instructions \* (*up to 20 alphanumeric characters, including special characters*)

NOTE: 'Dry Ice Weight' must not exceed 'Package Weight'.

#### Dangerous Goods Information

⚠ A maximum of three dangerous goods can be shipped together. To add a different dangerous good, unselect one or more of the currently selected dangerous goods.

Dangerous Goods

Lithium Battery Exception

Overpack

All Packed in One

Excepted Quantity

Dry Ice

Medical Use

Dry Ice Weight \*

100

Dry Ice Weight UoM \*

lbs

Dry Ice UN/NA ID \*

HB6947

Dry Ice Class Division \*

2.2D

Dry Ice Packaging Group \*

I

Dry Ice Packaging Instructions \*

P901A-2023

Dry Ice Proper Shipping Name \*

DRY ICE

#### Package Details Subsection

(subsection displays if "Small Package Express" is selected in the 'Type of Shipment' field. The subsection displays below the 'Dangerous Goods Information' subsection if shown, otherwise it displays below the 'Shipment Details' subsection)

##### Package Details Fields:

- Appropriation (TAC) (*4 alphanumeric characters required, no special characters*) (field is required when sending to GFM) (*informational message displays stating: "The TAC entered in this field is what will be sent to GFM for payment processing."*) (*NOTE: When sending to GFM, the system displays a 'Select Appropriation' pop-up if the entered Appropriation (TAC) has multiple entries in the 'Manage Appropriations' table*)
- Package Type (*field displays if any option is selected in the 'Carrier' field*)

- If the Carrier is **FedEx Express**, the Package Type field displays the following options: Box / Letter / Non-Standard Packaging / Pack / Tube / Your Packaging
- If the Carrier is **FedEx Ground**, the Package Type field displays the following options: Non-Standard Packaging / Your Packaging
- If the Carrier is **UPS Air**, the Package Type field displays the following options: Customer Packaging / Letter / Non-Standard Packaging / Pack
- If the Carrier is **UPS Ground**, the Package Type field displays the following options: Customer Packaging / Non-Standard Packaging
- If the Carrier is **DHL**, the Package Type field displays the following options: Letter (DHL) / Customer Packaging / Non-Standard Packaging
- Declared Value (*defaults to "0"*) (*up to 6 digits; only whole numbers including 0*) (*if the entered amount exceeds "\$100", an informational message displays stating: "A Declared Value over \$100 causes an Excess Value accessorial to be charged. The accessorial charge is included in the shipping charge"*)
- FedEx Booking Number (*field displays if 'Package Weight' is between 151 – 300lbs (if 'Package Weight' is in "kg", system converts to "lbs")*) (*up to 12 alphanumeric characters, including special characters*) (*hover text: "Contact FedEx Government Support to obtain a booking number for the shipment"*)

*NOTE: If "Your Packaging", "Non-Standard Packaging", or "Customer Packaging" is selected in the 'Package Type' field; an informational message displays at the top of the 'Package Details' subsection stating: "Package Length: This must be the longest dimension and must be at least seven (7) inches; Package Width: This must be at least four (4) inches; Package Height: This must be at least two (2) inches". Additionally, the sum of the package's length and its girth, calculated as (Width + Height) × 2, must not exceed 165 inches when sending to GFM. If this sum exceeds 165 inches, a hard stop error displays stating: "The package dimensions must not be in excess of 165 inches based on 'Length' + 'Girth' ((Width + Height) x 2)". The system prevents the user from proceeding until the error is corrected.*

*NOTE: If "Your Packaging", "Non-Standard Packaging", or "Customer Packaging" is selected in the 'Package Type' field, an informational message displays stating: "The Rated Weight cannot exceed 300lbs. (Rated Weight = (L x W x H) / Dimensional Weight Factor per Carrier)".*

*NOTE: If "No" is selected for the 'Shipping out of Country?' field, "UPS Ground" or "UPS Air" is selected in the 'Carrier' field, and the 'Declared Value' has an amount greater than "\$50,000", a hard stop error displays stating: "Domestic UPS shipments will not accept a declared value over \$50,000." The system prevents the user from proceeding until the error is corrected.*

*NOTE: If "Yes" is selected for the 'Shipping out of Country?' field, "UPS Air" is selected in the 'Carrier' field, and the 'Declared Value' has an amount greater than "\$50,000", a hard stop error displays stating: "International UPS Air shipments will not accept a declared value over \$50,000." The system prevents the user from proceeding until the error is corrected.*

**NOTE:** The system validates that the Appropriation (TAC) entry exists in the 'TAC' column of the 'Appropriations' table and falls within the specified effective and expiration dates. If the entry is not valid, a warning message displays stating: "The Appropriation entered is not valid. Check TGET before proceeding."

#### Package Details

##### Appropriation (TAC)

FBJH

##### Package Type

Box

##### Declared Value

0

##### FedEx Booking Number

BH896HG52

The TAC entered in this field is  
what will be sent to GFM for payment processing.

#### Customs Information Fields:

(**fields display if "Yes" is selected in the 'Shipping out of Country?' field**)

- Customs Description (**3 to 100 alphanumeric characters, including special characters**)
- Customs Quantity (**defaults to "0"**) (**up to 4 digits, no special characters or dashes**)
- Unit of Issue (**options: Each / Pack**)
- Manufacturer Country (**defaults to "United States of America (the)"**) (**searchable drop-down; "United States of America (the)" is the first option listed**)
- Customs Value in US Dollars (**up to 10 digits including 2 decimal places, no special characters or dashes**)
- Customs Remarks (**up to 250 alphanumeric characters, including special characters**)

**NOTE:** The system multiplies the value entered in 'Customs Value in US Dollars' field by the 'Customs Quantity' field.

#### Customs Information

##### Customs Description

SECURED BOX

##### Customs Quantity

0

##### Unit of Issue

Each

##### Manufacturer Country

United States of America (the)

##### Customs Value in US Dollars

300.00

##### Customs Remarks

N/A

### FMS Details Fields:

(fields display if "Yes" is selected in the 'Is This a Foreign Military Sales (FMS) Shipment?' field and "Small Package Express" is selected in the 'Type of Shipment' field)

- DTS Type (hover text: "Defense Transportation System") (defaults to "Commercial") (options: Commercial / Organic)
- Point of Contact (up to 35 alphanumeric characters, including special characters)
- Point of Contact Phone Number (7-15 digits, no special characters or dashes)

— FMS Details —

DTS Type	Point of Contact	Point of Contact Phone Number
Commercial	X ▾ JOHN DOE	7992004562

### Select Appropriation Pop-up:

The 'Select Appropriation' pop-up displays if the Appropriation entered in the package has multiple entries in the 'Manage Appropriations' table when the 'Send to GFM' button is selected in the 'GFM SPE Status' subsection and "Yes" is selected in the 'Send to GFM' pop-up.

Select one 'Appropriation' from the pop-up to send to GFM.

#### Columns:

- Select (checkbox)
- TAC
- FBMC
- A1 - DEPT
- A3 - FY
- A4 - BS
- J1 – SDN
- L1 - AI

#### Buttons:

- Send to GFM (closes the pop-up and sends Appropriation to GFM)
- Cancel (closes the pop-up and Appropriation is not sent to GFM)

## Select Appropriation

X

Select	TAC	FBMC	A1 - DEPT	A3 - FY	A4 - BS	J1 - SDN	L1 - AI
<input type="radio"/>	FQIT	8	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	9	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	W	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	3	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	4	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	5	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	M	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	P	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	1	97	XXXXXXXX	4930		387700
<input type="radio"/>	FQIT	7	97	XXXXXXXX	4930		387700

<< < 1 > >>

 Send to GFM  Cancel

## Hold At Location Subsection

(subsection displays if "Small Package Express" is selected in the 'Type of Shipment' field and "FedEx Ground" or "FedEx Express" is selected in the 'Carrier' field)

### Hold At Location Fields:

- Hold At Location Type (options: FedEx Express Station / FedEx Ground Terminal / FedEx Office)
- Point of Contact Name (up to 35 alphanumeric characters, including special characters)
- Point of Contact Phone (7-15 digits, no special characters or dashes)
- Address Line 1 (up to 35 alphanumeric characters, including special characters)
- Address Line 2 (up to 35 alphanumeric characters, including special characters)
- City (up to 35 alphanumeric characters, including special characters)
- Country (searchable drop-down; "United States of America (the)" is the first option listed)
- State (field displays if "United States of America (the)" is selected for the 'Country' field) (searchable drop-down)

- Province (*field displays if "United States of America (the)" is NOT selected for the 'Country' field*) (**up to 100 alphanumeric characters, including special characters**)
- Zip Code (**up to 9 alphanumeric characters, including special characters**)

#### Hold at Location

Hold At Location Type	Point of Contact Name	Point of Contact Phone Number	Address Line 1
FedEx Express Station	JANE DOE	21088888888	123 MAIN ST
Address Line 2	City	Country	State
124 MAIN ST	ANYTOWN	United States of America (the)	California
Zip Code			
99203			

*NOTE: When sending to GFM, if one or more fields are entered, then the 'Hold At Location' fields are required.*

## GFM SPE Status Subsection

*(subsection displays if "Small Package Express" is selected in the 'Type of Shipment' field)*

Ensure all required fields when sending to GFM are completed. Click the 'Send to GFM' button to initiate the submission. After a successful submission, view a detailed response from GFM by clicking the 'GFM SPE Response' button.

#### Buttons:

- Send to GFM (*hover text: "Submits a Small Package Express request to GFM to process this shipment"*) (**confirmation message displays stating: "Are you sure you wish to submit this shipment to GFM? NOTE: Any changes made to the shipping request will be saved prior to sending to GFM."**)
  - Yes (*Shipping Request updates and sends to GFM*) (**NOTE: If the transmission is successful, a success message displays, and the action is recorded in the history log. If the transmission fails, a failure message displays**)
  - No (*closes the pop-up without sending to GFM*)
- Cancel GFM Shipment (*displays if a package is successfully sent to GFM ("Awarded" is auto-populated in the 'GFM Status' field)*) (**confirmation message displays stating: "Are you sure you wish to cancel this GFM shipment?"**)
  - Yes (*cancels the shipment sent to GFM for each package with a 'Package GFM Number'*)
  - No (*closes the pop-up without cancelling*)
- GFM SPE Response (*hover text: "View Response Received from GFM SPE Request"*) (**displays 'GFM Response Details and GFM Messages' pop-up**)

## GFM SPE Status



Send to GFM



GFM SPE Response

### Required GFM Fields:

The following fields (if displayed) are required when sending to GFM:

#### Initial Questions (*section*):

- FMS Case

#### Package Information (*section*):

- Shipper's After Duty Hours Phone Number

#### Hazardous Materials (*subsection*):

- Total Hazardous Quantity UoM Type
- Offeror Name

#### Infectious Substance Responsible Contact (*subsection in the 'Hazardous Materials' subsection*):

- Point of Contact Name
- ISRC Phone Number

#### Radioactive Packaging Details (*subsection in the 'Hazardous Materials' subsection*):

- Chemical Form
- Container Class
- Criticality Safety Index
- Physical Form
- Radionuclide Code
- Surface Reading
- Transport Index
- RPD Value
- RPD Units

#### Shipment Details (*subsection*):

- Carrier
- Payment Type (*auto-populates based on the 'Bill Sender' field*)
- Payor Account Number (*auto-populates based on the 'Carrier' and 'Team' fields*)
- Duty Tax Payment Type
- Duty Tax Payor Account Number
- SCAC (*auto-populates based on the 'Carrier' field*)
- Saturday Service

- Service Name
- Service Type (*auto-populates based on the 'Service Name' field*)

**Dangerous Goods Information (subsection):**

- Dry Ice Weight
- Dry Ice Weight UoM

**Package Details (subsection):**

- Package Type
- Declared Value
- FedEx Booking Number

**Hold At Location (subsection) (*required if one or more fields are entered*):**

- Point of Contact Name
- Point of Contact Phone Number
- Address Line 1
- Address Line 2
- City
- State/Province
- Zip Code
- Country
- Hold At Location Type

**Customs Information (subsection in the 'Package Details' subsection):**

- Manufactured Country
- Customs Quantity
- Customs Quantity Unit of Issue
- Customs Value In US Dollars
- Customs Remarks

**FMS Details (subsection in the 'Package Details' subsection):**

- DTS Type
- Point of Contact
- Point of Contact Phone Number

**Mode/Method Details (section):**

- EEI Exemption Code
- ITN
- Title 22 CFR Exemption Code
- ITAR Controlled Shipment
- ITAR License/Exemption Number (*auto-populates based on the 'ITN' field*)
- Schedule B

*NOTE: Required fields in the Shipping Request are also required when sending to GFM.*

*NOTE: If a submission or cancellation of a GFM shipment is unsuccessful, the system displays an error message: "[error code]: The Global Freight Management (GFM) Interface is down or unresponsive at this time. Please try again later or create the shipment directly through GFM's website."*

*NOTE: When sending to GFM, if the 'Package Type Quantity' has a value that exceeds "10", the system displays a hard stop error message stating: "Package Quantity for Small Package Express shipments must not exceed 10. Please adjust the quantity or consider changing the shipment type." The system prevents the user from proceeding until the value is reduced to "10" or less. However, the system allows for updating the Shipping Request with a value that exceeds "10". There is no 'Package Type Quantity' restriction for shipments that do not have "Small Package Express" selected in the 'Type of Shipment' field.*

*NOTE: An XML is created and sent to GFM when 'Shipping out of Country?' is "No" or "Yes" and regardless of whether line items are hazardous or non-hazardous. For domestic hazardous shipments, the items must be sent via air using FedEx Express or UPS Air.*

*NOTE: An XML is created and sent to GFM for each package with a 'Package GFM Number' that is cancelled.*

*NOTE: When sending to GFM, the system performs a validation check on the 'Ship From', 'Ship To', and 'Mark For' sections to ensure that the 'Name' field allows up to 35 characters (alphanumeric and special), 'Address Line 1' and 'Address Line 2' each allow up to 35 characters (alphanumeric and special), 'Address Line 3' and 'Address Line 4' (if displayed) must be blank, 'City' allows up to 35 characters (alphanumeric and special), and 'Phone Number' allows 7-15 digits. If any field exceeds these limits or does not meet the requirements, a hard stop error displays for each non-compliant field, preventing the user from proceeding until all errors are corrected.*

*NOTE: When sending to GFM, if the TAC entered in 'Appropriation' field is not found in the 'Manage Appropriations' table, then an error message displays stating: "The entered Appropriation (TAC) is not valid. Please enter a valid Appropriation (TAC) to send to GFM." The request cannot be sent to GFM until a valid TAC is entered in the 'Appropriation' field.*

*NOTE: When a request is successfully sent to GFM ("Awarded" is auto-populated in the 'GFM Status' field), a transaction is sent to US Bank using the Global Exchange Service (GEX), and a confirmation message displays stating: "Shipment information will be transmitted through Global Exchange Service (GEX) to US Bank for payment processing". Additionally, if a package is cancelled after successfully submitting to GFM, the transaction is cancelled and a confirmation message displays stating: "A cancellation request has been sent to the third-party payment system (TPPS). Please verify with the TPPS to ensure the cancellation was successfully processed".*

**GFM SPE Response Details and GFM Messages Pop-up:**

After selecting the 'Send to GFM' button and receiving a success message, the 'GFM SPE Response' button displays. Select the button to display the pop-up and view the response details and messages from GFM.

**GFM SPE Response Details Columns:**

- Carrier Name
- Line Haul Rate
- Line Haul Cost
- Line Haul Rate Qualifier
- Rated Weight
- Standard Carrier Alpha Code
- Total Cost
- Status
- Tracking Number
- Transit Time
- GFM Number
- Unique Ship ID
- Trading Partner Name
- Issuing Office Bloc
- Site ID
- Service Type
- Account Number

**GFM Messages Columns:**

- Error Code
- Error Description
- Error Field

**Buttons**

- Close (*closes the pop-up and returns to the 'Items to be Shipped' tab*)

## GFM SPE Response Details

x

Carrier Name: Federal Express  
Line Haul Rate:  
Line Haul Cost:  
Line Haul Rate Qualifier:  
Rated Weight: 1.0  
Standard Carrier Alpha Code: FDE  
Total Cost: 0  
Status: I  
Tracking Number:  
Transit Time:  
GFM Number:  
Unique Ship ID: 00069021  
Trading Partner Name:  
Issuing Office Bloc: AANZ  
Site ID:  
Service Type: AM  
Account Number: 313560255FEDEX

### GFM Messages

Error Code	Error Description	Error Field
SPE-WS10250	Width should be greater than 3.	
SPE-WS10260	Height should be greater than 1.	
SPE-WS10240	Length should be greater than 6.	

Close

### *Fields That Become Read-Only After Sending to GFM:*

If a Shipping Request is submitted ('Document Status' is "Submitted" or "Assigned") and the packages in the Shipping Request are successfully sent to GFM, then the following fields display as read-only:

- Ship From Address Fields
- Ship To Address Fields
- Mark For Address Fields
- Package Information Fields
- Vehicle Information Fields

- Hazardous Materials Fields
- Shipment Details Fields
- Dangerous Goods Fields
- Package Details Fields
- Hold At Location Fields
- Shipping Out of Country Field
- Type of Shipment Field

*Button Status After Sending to GFM:*

*Send to GFM Button*

Button is hidden for packages that have been successfully sent to GFM.

*Return to Submitter Button*

Button is disabled and a message displays stating: "This button is disabled until all GFM shipments on this request have been cancelled."

*Cancel Shipping Request Button*

Button is disabled and a message displays stating: "This button is disabled until all GFM shipments on this request have been cancelled."

*NOTE: After a package is successfully sent to GFM ("Awarded" is auto-populated in the 'GFM Status' field), an informational message displays stating: "Several fields are currently read-only because this information has been successfully transmitted to GFM: the Shipping Out of Country field, Type of Shipment field, Ship From section, Ship To section, Mark For section, and the affected Package Information. Additionally, if the request was submitted by a Vendor, it can no longer be returned to them for updates. To make changes to the request, click the "Cancel GFM Shipment" button. After cancellation, most fields will become editable again if no other packages on this request have been sent to GFM. Please note that the Type of Shipment field and the canceled Package Information will remain read-only even after cancellation. To update package details, you'll need to duplicate the package information and submit the new package to GFM."*

## **Edit a Shipping Request After Sending to GFM**

Cancelling the package(s) sent to GFM enables editing of the 'Shipping Out of Country', 'When will the item(s) be ready for pickup', 'Ship From Address', 'Ship To Address', and 'Mark For Address' fields in the Shipping Request. This requires cancelling all packages in the request and ensuring no other packages have been successfully sent to GFM. Upon meeting these conditions, the 'Return to Submitter' and 'Cancel Shipping Request' buttons become enabled, allowing editing of the specified address fields. The 'Type of Shipment' field and

'Package Information' fields remain read-only after cancellation. To make changes to the 'Type of Shipment' field and 'Package Information' fields, duplicate the package and send the new package to GFM.

## Carrier Details Section

(*section displays if "Other (Spot Bid, FAST, etc.)" is selected in the 'Type of Shipment' field*) (*fields are required to complete a Shipping Request*)

### Carrier Details Fields:

- Number of CBL(s) (*hover text: "Commercial Bill of Lading"*) (*options: 1-99*)

### Carrier Fields:

(*fields display if 'Number of CBL(s)' field has a value selected*)

- Same as Above (*checkbox displays if "2" or greater is selected in the 'Number of CBL(s)' field*)
- SCAC (*hover text: "Standard Carrier Alpha Code"*) (*up to 4 alphanumeric characters, not including special characters*)
- Company Name (*up to 60 alphanumeric characters, including special characters*)
- Company Phone (*25 digits, no special characters or dashes*)
- Submitter Name (*up to 60 alphanumeric characters, including special characters*)
- Submitter Phone (*25 digits, no special characters or dashes*)
- Submitter Email (*up to 80 alphanumeric characters, including special characters*)
- Lead TCN (*hover text: "Transportation Control Number"*) (*up to 17 alphanumeric characters, not including special characters*)
- CBL Number (*up to 20 alphanumeric characters, not including special characters*)

## Carrier Details

Number of CBL(s)

 X ▼

### Carrier 1

SCAC

Company Name

Company Phone

Submitter Name

Submitter Phone

Submitter Email

Lead TCN

CBL Number

### Carrier 2

Same as Above

Lead TCN

CBL Number

*NOTE: The number of times the 'Carrier Fields' displays is dictated by the number selected in the 'Number of CBL(s)' field.*

*NOTE: If the 'Same as Above' checkbox is selected, the following fields will not display: 'SCAC', 'Company Name', 'Company Phone', 'Submitted By', 'Submitter Email' and 'Submitter Phone'. However, the 'CBL Number' and 'Lead TCN' fields remain visible, allowing for entry.*

## Notice of Availability Section

*(section displays if "Yes" is selected for the 'Is this a Foreign Military Sales (FMS) Shipment?' field)*

### Notice of Availability Fields:

- NOA Required (*checkbox*)
- NOA Remarks (*field displays if the 'NOA Required' checkbox is selected*) (*up to 1,000 alphanumeric characters, including special characters*)

## Generate Notice of Availability (NOA) PDF

Select the 'NOA Required' checkbox to display the 'Generate NOA' button.

### Notice of Availability

NOA Required

NOA Remarks

 Update Shipping Request

 Complete Shipping Request

 Cancel Shipping Request

 Generate REPSHIP

 Generate NOA

 Cancel

#### Generate Notice of Availability (NOA) Pop-up:

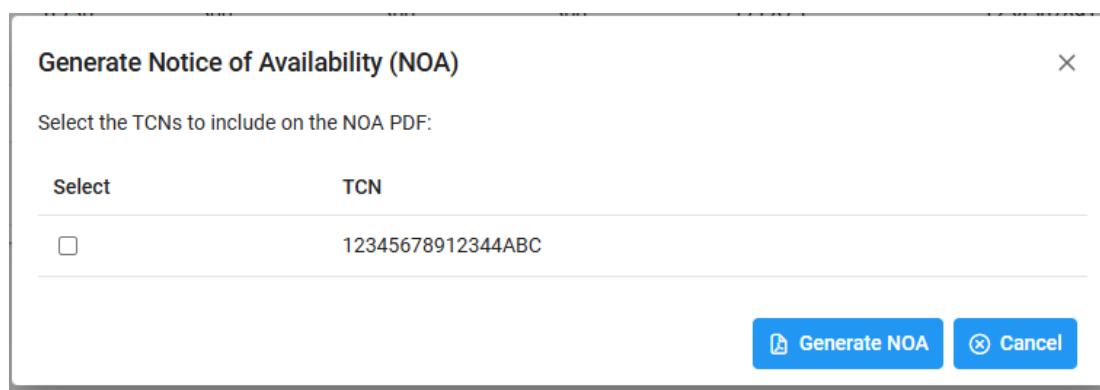
The 'Generate Notice of Availability (NOA)' pop-up displays with a list of TCN(s). Select one or more 'TCN(s)' to include in the NOA PDF.

##### Columns:

- Select (*checkbox*)
- TCN

##### Buttons:

- Generate NOA (*NOA PDF generates*)
- Cancel (*NOA PDF does not generate, and the system returns to the 'Items to be Shipped' screen*)



To view a sample of a generated NOA PDF, refer to the NOA sample PDF in **WBT > Transportation**.

*NOTE: The system automatically attaches the PDF to the Shipping Request under the 'Support Documents' tab in the 'Government Uploads' section with the 'Document Type' set as "Other Supporting Documents". The PDF file name follows the format "SIR#\_NOA#" (i.e., SIR0003966\_NOA12345). The PDF can be generated multiple times and each NOA PDF has a unique file name.*

*NOTE: Fields left blank indicate no user is assigned; however, the 'POC Name' and 'UoM' fields allow for manual entry in the NOA PDF.*

To enter detailed shipping instructions, navigate to the '**Shipping Instructions**' tab.

## **Shipping Instructions**

*Shipping Instructions Fields:*

*(fields are required to complete a Shipping Request)*

- Instructions (*up to 5,000 alphanumeric characters, including special characters*)
- Earliest Ship Date (*format: YYYY/MM/DD*)
- Latest Ship Date (*format: YYYY/MM/DD*) (*date entered cannot be prior to 'Earliest Ship Date'*)

## **Shipping Instructions Tab**

Shipping Instructions

Instructions

Earliest Ship Date      Latest Ship Date

## Shipping Details

### Shipping Details Fields:

(fields display as read-only if "Small Package Express" is selected in the 'Type of Shipment' field and display as grouped by package)

- Carrier
- SCAC
- Tracking Number(s) (field displays for each package type quantity)

(fields display as read-only if "Other (Spot Bid, FAST, etc.)" is selected in the 'Type of Shipment' field and display as grouped by carrier)

- Same as Above (checkbox displays as checked if it is selected in the 'Carrier Details' section)
- SCAC
- Company Name
- Company Phone
- Submitter Name
- Submitter Phone
- Submitter Email
- Lead TCN
- CBL Number

(field displays as read-only if "Yes" is selected in the 'Shipping out of Country?' field and "IBS Breakbulk" or "IBS Container" is selected in the 'Mode Type' field)

- Booking Number

(field displays as read-only if "Yes" is selected in the 'Shipping out of Country?' field and "MilAir" is selected in the 'Mode Type' field)

- Clearance Number

(field displays if "Yes" is selected in the 'Shipping out of Country?' field and "MilAir" is selected in the 'Mode Type' field)

- TCMD (hover text: "Transportation Control and Movement Document") (checkbox)

(field displays as read-only if "Yes" is selected in the 'Shipping out of Country?' field and 'No EEI Required' checkbox is unselected)

- ITN

(*fields display if "Yes" is selected in the 'Shipping out of Country?' field*)

- Commercial Invoice (*checkbox*)
- Number of Commercial Invoices (*options: 1-99*) (*field displays and is required to complete a Shipping Request if the 'Commercial Invoice' checkbox is selected*)
- Packing List (*checkbox*)
- Number of Packing Lists (*options: 1-99*) (*field displays and is required to complete a Shipping Request if the 'Packing List' checkbox is selected*)
- Tax Exemption/Entry Letters (*options: 1-99*)
- Number of Letters (*field displays and is required to complete a Shipping Request if the 'Tax Exemption/Entry Letters' checkbox is selected*)

(*fields with no display conditions*) (*checkbox*)

- DD Form 1387-2 "Type of Security Service" Required
- Advance Report of Shipment is required (*when selected, a 'Generate REPSHIP' button displays*)
- REPSHIP Email Address (*field displays if the 'Advance Report of Shipment is required' checkbox is selected*) (*up to 80 alphanumeric characters, including special characters*) (*field is required to complete a Shipping Request*)
- DD Forms **626** and **836** must be completed and given to the driver
- Annotate Bill of Lading "DOT Special Permit Number" (Outside of each package must also be marked accordingly)

## Shipping Details

i This information is read-only. If updates are required, they should be made on the 'SIR' or 'Items to be Shipped' tab.

### Package 1

Carrier  
FedEx Express

SCAC  
FDE

Tracking Number(s)  
TH745734-7834G  
T687987-HGV

Commercial Invoice

Number of Commercial Invoices

Packing List

Number of Packing Lists

Tax Exemption/Entry Letters

Number of Letters

DD Form 1387-2 "Type of Security Service Required" is required

Advance Report of Shipment is required

REPSHIP Email Address

DD Forms [626](#) and [836](#) must be completed and given to the driver

Annotate Bill of Lading "DOT Special Permit Number" (Outside of each package must also be marked accordingly)

*NOTE: Shipping Details fields that are read-only require changes to be made in the 'SIR' or 'Items to be Shipped' tab. A warning message displays stating: "This information is read-only. If updates are required, they should be made on the 'SIR' or 'Items to be Shipped' tab."*

## Generate REPSHIP PDF

Select the 'Advance Report of Shipment is required' checkbox to display the 'Generate REPSHIP' button.

DD Form 1387-2 "Type of Security Service Required" is required  
 Advance Report of Shipment is required  
 DD Forms 626 and 836 must be completed and given to the driver  
 Annotate Bill of Lading "DOT Special Permit Number" (Outside of each package must also be marked accordingly)

#### *Generate Report of Shipment (REPSHIP) Pop-up:*

The 'A Generate Report of Shipment (REPSHIP)' pop-up displays with a list of line Item(s). Select the '**Line Item(s)**' to include in the REPSHIP PDF.

#### Columns:

- Select (*checkbox*)
- Line Item Number
- Line Item Quantity
- Line Item Description
- National Stock Number
- Value Per Unit
- Trans Appropriations (TAC/MORD)
- CIIC
- Hazardous
- MILSTRIP/Requisition #/DCN

#### Buttons:

- Generate REPSHIP (*REPSHIP PDF generates*)
- Cancel (*REPSHIP PDF does not generate, and the system returns to the 'Shipping Instructions' screen*)

Generate Report of Shipment (REPSHIP)

Select the Line Item(s) to include on the REPSHIP PDF:

Select	Line Item Number	Line Item Quantity	Line Item Description	National Stock Number	Value per Unit	Trans Appropriations (TAC/MORD)	CIIC	Hazardous	MILSTRIP/Requisition #/DCN
<input type="checkbox"/>	100101	10	CARDBOARD BOX, BROWN	1212212121212	50	TAC12345	1	N	154653121156461

[View Details](#)

[Generate REPSHIP](#) [Cancel](#)

To view a sample of a generated REPSHIP PDF, refer to the REPSHIP sample PDF in **WBT > Transportation**.

*NOTE: Blank fields in the REPSHIP PDF allow for manual entry.*

**ALERT: THIS IS AN UNCLASSIFIED SYSTEM. CLASSIFIED MATERIALS ARE NOT TO BE ADDED TO THIS SYSTEM**

*NOTE: The SIR user ensures attachments comply with necessary security protocols and are handled in accordance with Information Security requirements- including those for Controlled Unclassified Information (CUI), proprietary information, and Personally Identifiable Information (PII).*

**Upload Attachments**

To begin uploading documents click the **Choose** button. Select all necessary attachments in a PDF format. All selected attachments are available for deletion or addition.

Confirm all documents are correct, then click the **Upload** button. After a successful upload, delete uploaded attachments if necessary.

*Buttons:*

- Choose
- Upload
- Cancel (*cancels the document(s) from being uploaded to the table*)

*Files being Uploaded Table:*

*(displays when the 'Choose' button is clicked and document(s) are selected)*

**Supporting Documents Tab**

- File Name
- File Size (**KB/MB**)
- Delete (*cancels the document from being uploaded to the table*)

*Files that have been Uploaded to 'Vendor Uploads' and/or 'Government Uploads' Table:*

- Document Type (**required for all attachments**) (*options: WAWF Receiving Report/DD250 / Procurement Contracting Officer Letter (PCOL) / GFP Disposition Instructions / DD1149 or DD1348 / HAZARDOUS DECLARATION / Other Supporting Documents*)
- File Name (*editable hyperlink*) (*special characters are removed*)
- File Type (**PDF**)
- File Size (**MB**)
- Upload Date
- Uploaded By
- Action
  - Delete (*displays when a document has been uploaded*) (*confirmation pop-up displays stating: "Are you sure that you want to delete [File Name] this attachment?"*)
    - Yes (*closes the pop-up and the document is deleted from the table*)
    - No (*closes the pop-up without deleting the document*)

*Files that have been Uploaded to 'GFM Uploads' Table:*

*(displays if a package is successfully sent to GFM ("Awarded" is auto-populated in the 'GFM Status' field))*

- Package Number
- Document Type
- Tracking Number
- File Name (*editable hyperlink*) (*special characters are removed*)
- File Type (**PDF**)
- File Size (**MB**)
- Upload Date

## Upload Attachments

 THIS IS AN UNCLASSIFIED SYSTEM. CLASSIFIED MATERIALS ARE NOT TO BE ADDED TO THIS SYSTEM.

 The SIR user will ensure attachments comply with necessary security protocols and are handled in accordance with Information Security requirements- including those for Controlled Unclassified Information (CUI), proprietary information, and Personally Identifiable Information (PII).

 Choose  Upload  Cancel

### Vendor Uploads

Document Type ↑↓	File Name ↑↓	File Type ↑↓	File Size ↑↓	Upload Date ↑↓	Uploaded By ↑↓	Action ↑↓
No Attachments Present						

### Government Uploads

Document Type ↑↓	File Name ↑↓	File Type ↑↓	File Size ↑↓	Upload Date ↑↓	Uploaded By ↑↓	Action ↑↓
No Attachments Present						

### GFM Uploads

Package Number ↑↓	Document Type ↑↓	Tracking Number ↑↓	File Name ↑↓	File Type ↑↓	File Size ↑↓	Upload Date ↑↓
No Attachments Present						

*NOTE: Documents uploaded by a SIR Vendor user display in the 'Vendor Uploads' table. Documents uploaded by a SIR Transportation Team, SIR Traffic Management Specialist, or SIR Admin user display in the 'Government Uploads' table.*

*NOTE: Columns are sortable.*

*NOTE: Max file size 20 MBs.*

## Receiving Report(s)

### Receiving Report(s) Fields:

- Receiving Report Shipment Number(s) (*field displays for manual entry when "Yes" is selected for the 'Is contract information restricted?' field (max 8 alphanumeric characters)*)

## Receiving Report(s)

Multiple Shipment Numbers can be entered in this field separated by a comma. Each Shipment Number cannot exceed 8 alphanumeric characters and must be unique to this Shipping Request. Duplicate Shipment Numbers will automatically be removed.

### Receiving Report Shipment Number(s)

*NOTE: Shipment Numbers for the line items contained on the Shipping Request from WAWF document types: "Receiving Report" or "Reparable Receiving Report" in either 'Accepted', 'Pre-Certified', 'Certified', 'Paid', or 'Processed' status (Active or Archived) display from WAWF. It is required to select at least one Shipment Number if any are displayed. A message displays stating: "Select the applicable Shipment Number(s) assigned to the WAWF Receiving Report".*

*NOTE: A link for each Receiving Report (or Reparable Receiving Report) is available to view relevant data and a pop-up displays with a rendered Receiving Report.*

*NOTE: Enter multiple Shipment Numbers, separated by pressing Enter or using commas (e.g., SHIP001, SHIP002, SHIP003Z). Displays an informational message: "Multiple Shipment Numbers can be entered in this field separated by a comma. Each shipment number cannot exceed 8 alphanumeric characters and must be unique to this shipping request. Duplicate shipment numbers are automatically removed."*

The History Tab provides a record of modifications made to **submitted** Shipping Requests.

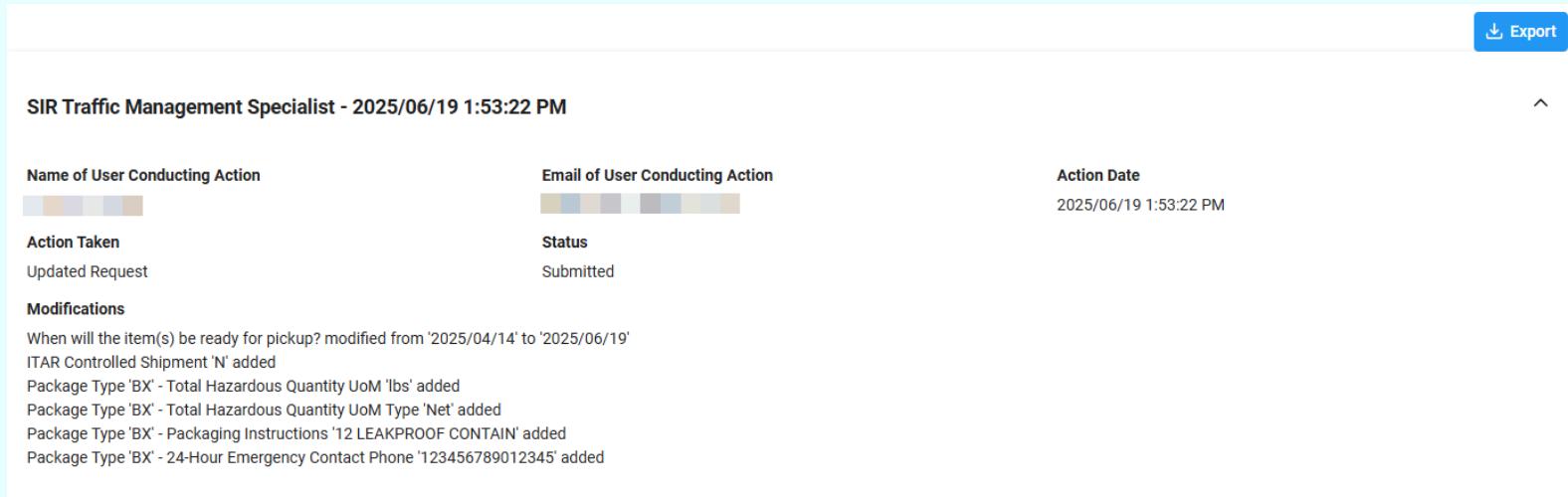
#### History Tab Fields:

- Name of User Conducting Action (*format: Last Name, First Name*)
- Email of User Conducting Action
- Action Date (*format: YYYY/MM/DD HH:MM:SS AM/PM*)
- Action Taken (*overall action made to the Shipping Request*)
- Modification (*changes made to the fields in the Shipping Request*)
- Document Status

#### Buttons:

- Export (*complete history of the Shipping Request is exported to Excel*)

## History Tab



The screenshot shows a single entry in the History Tab. The entry is for a 'SIR Traffic Management Specialist' at 2025/06/19 1:53:22 PM. The entry details are as follows:

Name of User Conducting Action	Email of User Conducting Action	Action Date
[Redacted]	[Redacted]	2025/06/19 1:53:22 PM

**Action Taken:** Updated Request

**Status:** Submitted

**Modifications:**

When will the item(s) be ready for pickup? modified from '2025/04/14' to '2025/06/19'  
ITAR Controlled Shipment 'N' added  
Package Type 'BX' - Total Hazardous Quantity UoM 'lbs' added  
Package Type 'BX' - Total Hazardous Quantity UoM Type 'Net' added  
Package Type 'BX' - Packaging Instructions '12 LEAKPROOF CONTAIN' added  
Package Type 'BX' - 24-Hour Emergency Contact Phone '123456789012345' added

*NOTE: Modifications made to the Shipping Request will display in the History Tab until an action is taken.*

## Complete a Shipping Request

To complete a Shipping Request, packages in the Shipping Request must be successfully submitted to GFM **or** by certifying that the shipment has been processed using the GFM system.

## Completing a Shipping Request by Successfully Submitting Packages to GFM in SIR

To complete a Shipping Request by submitting packages in SIR, ensure that every package is sent to GFM ("Awarded" is auto-populated in the 'GFM Status' field).

## Completing a Shipping Request by Certifying Direct GFM Processing

To complete a Shipping Request by certifying that the shipment has been processed using the GFM system, ensure that the package has a value entered for the 'Package Tracking Number' field. If a 'Package Tracking Number' does not have a value entered, a hard stop error displays stating: "Error: Package Tracking Number is required. Please enter a valid Package Tracking Number to complete the shipping request."

Enter a valid **'Package Tracking Number'** and select the **'Complete Shipping Request'** button. An 'Affirm GFM Processing' checkbox displays with the message: "I certify that I have processed this shipment directly using the GFM system, and I no longer need to send to GFM from within SIR." Select the **'Affirm GFM Processing'** checkbox to complete the Shipping Request. If the checkbox is not selected, the system does not allow for the Shipping Request to be completed.

### Buttons:

- Yes (*closes the pop-up and completes shipping request*)
- No (*closes the pop-up and returns to the Shipping Request*)

### Complete Shipping Request

I certify that I have processed this shipment directly using the GFM system, and I no longer need to send to GFM from within SIR.

**Affirm GFM Processing**

Are you sure you wish to complete this Shipping Request?

**X No** **✓ Yes**

### Required fields for completing a Shipping Request:

To complete a Shipping Request, the following fields (if displayed) are required:

- Shipping out of country?
- Is this a Foreign Military Sales (FMS) Shipment? (*if "Unknown" is selected, the Shipping Request cannot be completed. Select "Yes" or "No" to complete the Shipping Request*)
- FMS SUPPADD (*field displays if "Yes" is selected for the 'Is this a Foreign Military Sales (FMS) Shipment?' field*)
- FMS Case (*field displays if "Yes" is selected for the 'Is this a Foreign Military Sales (FMS) Shipment?' field*)
- Is this a CFMP shipment?
- Government Delay Resolved Date
- Government Delay Notes (*field displays if 'Government Delay Identified Date' is entered*)
- MILSTRIP/Requisition #/DCN
- Mode Type (*field displays if "Yes" is selected in the 'Shipping out of Country?' field*)
- POE
- POD
- FACTS/LTS Submit Date (*field displays if "MilAir" is selected in the 'Mode Type' field*)
- FACTS/LTS Status (*field displays if "MilAir" is selected in the 'Mode Type' field*)
- Movement Type
- PCFN
- Booking Number
- IBS Submit Date
- Booking Date
- Dry Cutoff Date
- Number of Containers
- Type of Shipment
- NOA Remarks (*field displays if the 'NOA Required' checkbox is selected*)

*NOTE: All fields that are required when a user submits a Shipping Request are also required when a user clicks 'Complete Shipping Request'.*

*NOTE: If "Unknown" is selected in the 'Is this a Foreign Military Sales (FMS) Shipment' field, then Shipping Request cannot be completed and a hard stop error message displays stating: "The Shipping Request cannot be completed when 'Is this a Foreign Military Sales (FMS) Shipment' is set to Unknown. Please update the 'Is this a Foreign Military Sales (FMS) Shipment' field before completing the request." Select "Yes or No" to complete the Shipping Request.*

*NOTE: For any field that are not entered, an error message displays (e.g., "\_\_\_\_\_ is required.").*

*NOTE: If "No" is selected in the 'Is this a Foreign Military Sales (FMS) Shipment' field and the 'No EEI Required' field is selected, then the 'Schedule B' and 'ITN' fields are optional.*

*NOTE: If "No" is selected in the 'Is this a Foreign Military Sales (FMS) Shipment' field and the 'No EEI Required' field is unselected, then the 'Schedule B' and 'ITN' fields are required.*

*NOTE: If "Yes" is selected in the 'Is this a Foreign Military Sales (FMS) Shipment' field, then the 'Schedule B' and 'ITN' fields are required.*

## Shipping Request Completed

*NOTE: The document was successfully completed.*

*Buttons:*

- Correct Shipping Request (*confirmation message displays stating: "Are you sure you wish to correct this Shipping Request? Please provide a reason for the correction." (enter comments (up to 1,000 characters) in the required field) (options: Yes / No)*)
- Print Shipping Request (*generated PDF includes all the completed fields in the Shipping Request*)
- Cancel (*system returns to the dashboard*)

 [Correct Shipping Request](#)

 [Print Shipping Request](#)

 [Cancel](#)

*NOTE: The option to "Print Shipping Request" is only available when the Shipping Request is completed.*

### CIIC and Descriptions

CIIC	CIIC Description
\$	This code identifies Nuclear Weapons Use Control (UC) Ground Equipment which is CIIC unclassified but may require special controls. Use Control Ground Equipment is described as recorders, verifiers, adapters, power supplies, cables, programmers, monitors, controllers, code processors, power converters, computers and data modules which perform a Nuclear Weapon Use Control Function. CIIC \$ is not a valid input code for FLIS. This code is unique to DTRA system only.
1	Highest Sensitivity (SRC I) - UNCLASSIFIED AA&E. Non-nuclear missiles, recoilless rifles and rockets in a ready-to-fire (certified round) configuration. Examples: (e.g. Patriot missile launch canister, FIM-92 Stinger, M47 Dragon, Javelin, M72 LAW, M136 AT4 LAAW, M141 BDM) and explosive rounds for non-

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	nuclear missiles and rockets. This SRC also applies in situations where the launcher tubes and explosive rounds, though not in a ready-to-fire configuration, are jointly stored or transported.
2	High Sensitivity (SRC II) - UNCLASSIFIED AA&E. Weapon components, such as silencers, mufflers and noise suppression devices will be treated as Security Risk Category II items. (Reference: DoDM 5100.76, Enclosure 7, Section 3, Paragraph A, Subparagraph 3). The frame or receiver of an arm constitutes a weapon and such parts shall be stored according to the applicable category; e.g., the receiver of a .30 caliber machine gun shall be stored as a Category II arm. (Reference: DoDM 5100.76, Enclosure 5, Section 3). Major parts for arms (such as barrels and major subassemblies) shall be afforded at least the same protection as Security Risk Category IV Arms. (Reference: DoDM 5100.76, Enclosure 5, Section 3).
3	Moderate Sensitivity (SRC III) - UNCLASSIFIED AA&E. Weapon components, such as silencers, mufflers and noise suppression devices will be treated as Security Risk Category II items. (Reference: DoDM 5100.76, Enclosure 7, Section 3, Paragraph A, Subparagraph 3). The frame or receiver of an arm constitutes a weapon and such parts shall be stored according to the applicable category; e.g., the receiver of a .30 caliber machine gun shall be stored as a Category II arm. (Reference: DoDM 5100.76, Enclosure 5, Section 3). Major parts for arms (such as barrels and major subassemblies) shall be afforded at least the same protection as Security Risk Category IV Arms. (Reference: DoDM 5100.76, Enclosure 5, Section 3).
4	Low Sensitivity (SRC IV) - UNCLASSIFIED AA&E. Weapon components, such as silencers, mufflers and noise suppression devices will be treated as Security Risk Category II items. (Reference: DoDM 5100.76, Enclosure 7, Section 3, Paragraph A, Subparagraph 3). The frame or receiver of an arm constitutes a weapon and such parts shall be stored according to the applicable category; e.g., the receiver of a .30 caliber machine gun shall be stored as a Category II arm. (Reference: DoDM 5100.76, Enclosure 5, Section 3). Major parts for arms (such as barrels and major subassemblies) shall be afforded at least the same protection as Security Risk Category IV Arms. (Reference: DoDM 5100.76, Enclosure 5, Section 3). Item/Materiel requires protection in the interest of national security in accordance with the provisions of DoDM 5200.1, DoD Information Security Program. The loss, theft, unlawful disposition, and/or recovery of an item will be investigated in accordance with DLM 4000.25, Volume 2, Chapter 18 and DoD 7000.14-R, Volume 12, Chapter 7 for CIIC 7, or I (with DEMIL Code C or D); Night Vision Googles (NVGs) code as SRC IV, NVGs without the Image Intensifier Tubes loaded can be treated/stored as CIIC 7.

5	Highest Sensitivity (SRC I) - SECRET AA&E. Items coded 5, 6, 8, or C will be stored and transported in accordance with the provisions of DoDM 5100.76, or DoDM 5200.1, whichever is more stringent.
6	Highest Sensitivity (SRC I) - CONFIDENTIAL AA&E. Items coded 5, 6, 8, or C will be stored and transported in accordance with the provisions of DoDM 5100.76, or DoDM 5200.1, whichever is more stringent.
7	Non-Sensitive (SRC-N/A) - UNCLASSIFIED AA&E. Items assigned a Demilitarization Code of C, D, E, F, or G and for which another CIIC is inappropriate. (NOTE: The loss, theft, unlawful disposition, and/or recovery of an item with CIIC 7 will be investigated in accordance with DLM 4000.25, Volume 2, Chapter 18 and DoD 7000.14-R, Volume 12, Chapter7).
8	High Sensitivity (SRC II) - CONFIDENTIAL AA&E. Items coded 5, 6, 8, or C will be stored and transported in accordance with the provisions of DoDM 5100.76, or DoDM 5200.1, whichever is more stringent.
9	This code identifies an item as a Controlled Cryptographic Item (CCI). CCI is described as secure telecommunications or information handling equipment, associated cryptographic component, or other hardware item which performs a critical COMSEC function. Items so designated are unclassified but controlled, and will bear the designation Controlled Cryptographic Item or CCI.
A	Confidential - Formerly Restricted Data
B	Confidential - Restricted Data
C	Confidential. May be applied to Arms, Ammunition and Explosives (AA&E). Moderate Sensitivity (SRC III) and Low Sensitivity (SRC IV) - CONFIDENTIAL AA&E. Items coded 5, 6, 8, or C will be stored and transported in accordance with the provisions of DoDM 5100.76, or DoDM 5200.1, whichever is more stringent.
D	Confidential - Cryptologic
E	Secret - Cryptologic
F	Top Secret - Cryptologic
G	Secret - Formerly Restricted Data
H	Secret - Restricted Data
I	Aircraft engine equipment and parts
J	Pilferage controls may be designated by the coding activity to items coded U (Unclassified) by recording the item to J.
K	Top Secret - Formerly Restricted Data
L	Top Secret - Restricted Data

M	Hand tools and shop equipment
N	Firearms Piece Parts and Non-lethal Firearms
O	Item contains unclassified Naval nuclear propulsion information, disposal and access limitations are identified in OPNAVINST N9210.3.
P	Ammunition and explosives
Q	A drug or other controlled substance designated as a Schedule III, IV, or V item, in accordance with the Controlled Substance Act of 1970. Other sensitive items requiring limited access storage. CIIC Q and R are shipped in accordance with 21 CFR 1301.74 and Defense Transportation Regulation (DTR) 4500.9-R. The transportation protective service (TPS) requirements to be utilized for the various transportation modes are based on the CIIC of the item and are identified in DTR 4500.9-R, Part II, Chapter 205 Table 205-7. All CIIC Q and R security will be in accordance with DLAM 5200.8, Physical Security Manual.
R	Precious Metals, a drug or other controlled substance designated as a Schedule I or II item, in accordance with the Controlled Substance Act of 1970. Other selected sensitive items requiring storage in a vault or safe.
S	Secret
T	Top Secret
U	Unclassified
V	Individual clothing and equipment
W	A component as defined in AFI 91-101, Air Force nuclear weapons security program, and identified in Technical Order 21M-LGM-30F-12-1, Minuteman nuclear security procedures for the WS-133A-M/B Weapon System.
X	Photographic equipment and supplies
Y	Communication/electronic equipment and parts
Z	Vehicular equipment and parts