

<b>Vendor Request for Shipping instructions DLA Distribution Transportation Office</b>					<b>PHONE: 1-800-456-5507 E-MAIL: DELIVERY@DLA.MIL</b>		
<b>Vendor Data</b>		NON-ESOC ESOC	Requestor Email:				
Company Name			CAGE:		Requestor Name:		
Origin Shipping Address:			Requestor Phone No:				
			Requestor Fax No:				
<b>Data to Process Shipping requests:</b>			CONTRACT NUMBER:			Delivery Order Number:	
NSN:			RDD:			Priority:	
Supplemental Address:			Signal Code:			Project Code:	
<b>INFORMATION BELOW IS ACCORDING TO SHIPMENT UNIT, IE., BAG, BOX OR SKID</b>			Requisition Number/TCN:				
<b>IF YOU HAVE MULTIPLE SHIPMENT UNITS, EACH MUST HAVE THE QUANTITY WITHIN THE UNIT AND EACH UNIT MUST BE LISTED SEPERATELY</b>							
If you are packing more than one clin in a unit, list all clins within that unit	Clin or Item Number:	Type of Shipment Unit	Quantity In Each Shipment Unit	Weight of the Shipment Unit	Dimensions (In Inches)		
					Length	Width	Height
Unit 1							
Unit 2							
Unit 3							
<b>If you have more than three shipment units, list additional data in the bottom section.</b>							
If a FOB Origin/Non Fast Pay, indicate dates and times material is available for pick-up:							
HAZARDOUS		CLASS		U.N.		PACKING GROUP	
NON-HAZARDOUS		PROPER SHIPPING NAME					

**FOR FOB ORIGIN CONTRACTS/NON FAST PAY, ENTER THE APPLICABLE CBL ANNOTATION ON THE BILL OF LADING:** If the Government is shown as the consignor or the consignee, the annotation shall be: Transportation is for the Defense Logistics Agency and the actual total transportation charges paid to the carrier(s) by the consignor or consignee are assignable to, and shall be reimbursed by the Government.

**If the Government is not shown as the consignor or the consignee, the annotation shall be:** Transportation is for the Defense Logistics Agency and the actual total transportation charges paid to the carrier(s) by the consignor or consignee shall be reimbursed by the Government, pursuant to cost-reimbursement contract No. \_\_\_\_\_ . This may be confirmed by contacting Defense Distribution Center, 1-800-456-5507. Note to vendor: Add the name and address of the Contract Administration Office listed in the contract.

**Overseas shipment of hazardous materials are to be marked, labeled and certified based upon the final mode of shipment from CONUS.** If the shipment is moving through a military aerial port of embarkation, the shipment shall be certified in accordance with the DLAI 4145.3, Preparing Hazardous Material for Military Air Shipments.

Shipments moving through surface/water ports shall be certified in accordance with the International Maritime Dangerous Goods (IMDG) Code. **FORM DDC-2010/1**