

Financial and Air Clearance Transportation System  
**FACTS**

**Standard Operating Procedure (SOP)**

- 1) After receiving the Purchase Order (PO); vendor will request a shipping instruction for high priority shipments (TP1, TP2 and TP3/999, TP3/777), vendor will fill out the GSA Form 3186 (Part 1) and send it via fax 216-264-6829 or email to [r2faxchecker@gsa.gov](mailto:r2faxchecker@gsa.gov) for processing.
  - It is best for the vendor to send all of the orders going overseas to FACTS processors for verification of address and transportation mode to avoid freight frustration.
  - GSA High Priority Order Information; [https://vsc.gsa.gov/H\\_P\\_O/ny/index.cfm](https://vsc.gsa.gov/H_P_O/ny/index.cfm)
  - Northeast Supply Operations Center PH# 212-264-0568
  - POC Jolene Cook [jolene.cook@gsa.gov](mailto:jolene.cook@gsa.gov) ph# (212) 264-4220
- 2) Processor will input information into FACTS.
- 3) Vendors will receive PDF of Transportation Control and Movement Document (TCMD) and Military Shipping Label (MSL).

TCMD will provide; Transportation Account Code (TAC), Transportation Control Number (TCN), Consignee/ Consignor information, Transportation Mode, and Item information. (See attached sample TCMD)

MSL will provide; MILSTD-129 requirement labels with TCN, TAC, Transportation Mode, 2D Barcode with level 6 detail information. (See attached sample MSL)

The vendor must be sure to include all documents with the shipment on the outside the box in a separate packing slip.

