FEDERAL ACQUISTION SERVICE (FAS) DISTRIBUTION OPERATIONS VENDOR ADVISORY SERVICE THE SHIPPING LABEL FOR GLOBAL SUPPLY ORDERS

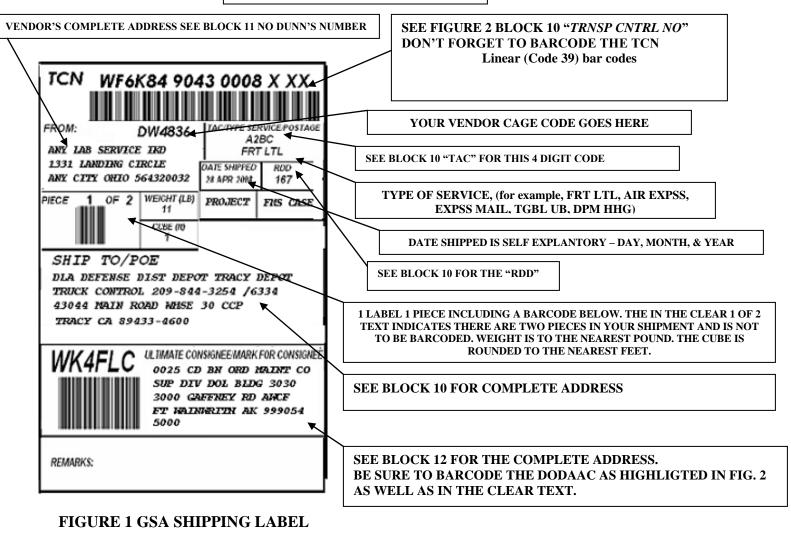
A major show stopper with FAS orders both export and domestic shipments are not having a properly prepared shipping label. As with small parcel carriers such as Fed Ex, a means of tracking a shipment is the internal control number both "in the clear" and barcoded assigned to your shipping package. The transportation control number (TCN) is the key element in tracking FAS Distribution Operation shipments and must appear on the shipping label with "in the clear text" and barcode information.

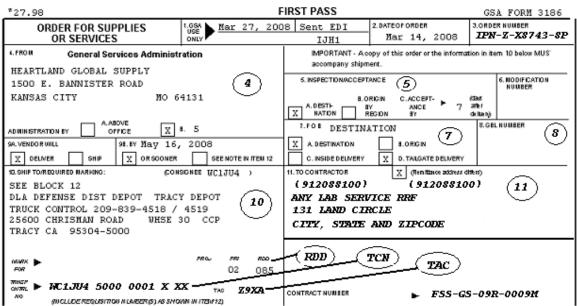
As with the small parcel carriers control number, the in the clear as well as barcoded TCN number controls these government shipments. Figure 1 illustrates the minimum information needed to ship our customers' orders. To further aid you in preparing the shipping label we will indicate the applicable blocks and information as found on the Order for Supplies or Services Form (GSA Form 3186).

We must discuss the performance factors associated with export shipping labels. In fact, the performance factors listed below are requirements that are mandatory for export labels. Many of these factors are requirements for the domestic labels as well. See Mil-Std-129 for distinctions between export and domestic labels.

- 1. Each individual shipping container must have a shipping label.
- 2. The recommended size for the label is 4 inches by 6 inches.
- 3. The quality of the label will be such that labels are suitable for ink printing without feathering or spreading.
- 4. The label must withstand normal export handling and shipping conditions and remain securely in position.
- 5. Waterproofing materials such as spar varnish, acrylic coating compound, sealing compound, label adhesive, polyurethane coatings, and pressure-sensitive tape that does not restrict or preclude legibility or readability of the package markings and shall be used as protective coatings on container markings.
- 6. When lithographing, embossing, or roller coating of markings is authorized, commercial enamels, lacquers, or inks in the color specified shall be used. When stamping or inkjet marking is specified, commercial waterproof and petroleum-resistant inks, in the color specified, must maintain sufficient durability during exposure to field service.
- 7. Labels shall be of a water-resistant grade of paper, film, fabric, or plastic, coated on one side with water-insoluble, permanent type adhesive. The adhesive shall adhere to metal, plastic, aluminum or fiberboard surfaces under high and low temperatures. Labels shall have a finish suitable for printing and writing on with ink without feathering or spreading.
- 8. When bar code labels are used on exterior shipping containers, a waterproof, un-tinted/transparent, plastic, protective laminate such as ASTM D 5486, type I, class 2 tapes, or equivalent protection, shall be applied to or shall be inherent to the label.
- 9. You need to scan the bar code label after any process that may affect the readability of the bar code, such as the application of tape. Identification bar code markings shall not be obscured by application of strapping or tape.
- 10. The requirements for the Military Shipping Label (MSL) may be found in Mil-Std-129 and Defense Transportation Regulation (DTR) 4500.9 Part II, Chapter 208 and Appendix X. The MSL label and format are preferred by DoD.

INFORMATION AS FOUND ON THE ORDER FOR SUPPLIES OR SERVICES GSA FORM 3186





12. REQUISITION NO., ITEMISTOCKNO. AND DESCRIPTION	(12)	13. QUANTITY	14. UKIT	15. CQ57	
				A. UNIT PRICE	B.AUGUNT

* SHIP TO: ADDRESS IN BLOCK 10 *					
* LABEL FOR ULTIMATE CONSIGNEE WK4FLC *					
* OO25 CS BN ORD MAINT CO *					
* SUP DIV DOL BLDG 3030 *					
* 3030 GAFFNEY RD AWCF SSF *					
* FT WAINWRIGHT AK 99703-7000 *					

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FIGURE 2 GSA ORDER FOR SUPPLIES OR SERVICES FORM (GLOBAL SUPPLY)