

FEDERAL ACQUISITION 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**

VENDOR'S COMPLETE ADDRESS SEE BLOCK 11 NO DUNN'S NUMBER

SEE FIGURE 2 BLOCK 10 "TRNSP CNTRL NO"
DON'T FORGET TO BARCODE THE TCN
Linear (Code 39) bar codes

TCN WF6K84 9043 0008 X XX			
FROM:	DW4836	TAC TYPE SERVICE/POSTAGE	
ANY LAB SERVICE IRD 1331 LANDING CIRCLE ANY CITY OHIO 564320032		A2BC FRT LTL	
DATE SHIPPED	RDD		
28 APR 2008	167		
PIECE 1 OF 2	WEIGHT (LB) 11	PROJECT	FMS CASE
	CUBE (FT) 7		
SHIP TO/POE DLA DEFENSE DIST DEPOT TRACY DEPOT TRUCK CONTROL 209-844-3254 /6334 43044 MAIN ROAD WHSE 30 CCP TRACY CA 89433-4600			
WK4FLC ULTIMATE CONSIGNEE/MARK FOR CONSIGNEE 0025 CD BN ORD MAINT CO SUP DIV DOL BLDG 3030 3000 GAFFNEY RD ANCF FT WAINWRIGHT AK 999054 5000			
REMARKS:			

YOUR VENDOR CAGE CODE GOES HERE

SEE BLOCK 10 "TAC" FOR THIS 4 DIGIT CODE

TYPE OF SERVICE, (for example, FRT LTL, AIR EXPSS,
EXPSS MAIL, TGBL UB, DPM HHG)

DATE SHIPPED IS SELF EXPLANTORY - DAY, MONTH, & YEAR

SEE BLOCK 10 FOR THE "RDD"

1 LABEL 1 PIECE INCLUDING A BARCODE BELOW. THE IN THE CLEAR 1 OF 2
TEXT INDICATES THERE ARE TWO PIECES IN YOUR SHIPMENT AND IS NOT
TO BE BARCODED. WEIGHT IS TO THE NEAREST POUND. THE CUBE IS
ROUNDED TO THE NEAREST FEET.

SEE BLOCK 10 FOR COMPLETE ADDRESS

SEE BLOCK 12 FOR THE COMPLETE ADDRESS.
BE SURE TO BARCODE THE DODAAC AS HIGHLIGHTED IN FIG. 2
AS WELL AS IN THE CLEAR TEXT.

FIGURE 1 GSA SHIPPING LABEL

*27.98	FIRST PASS		GSA FORM 3186
ORDER FOR SUPPLIES OR SERVICES	1. GSA USE ONLY Mar 27, 2008 Sent EDI IJH1	2. DATE OF ORDER Mar 14, 2008	3. ORDER NUMBER IPN-Z-X3743-8P
4. FROM General Services Administration HEARTLAND GLOBAL SUPPLY 1500 E. BANNISTER ROAD KANSAS CITY MO 64131	IMPORTANT - A copy of this order or the information in item 10 below MUST accompany shipment.		
ADMINISTRATION BY <input type="checkbox"/> A. ABOVE OFFICE <input checked="" type="checkbox"/> B. 5	5. INSPECTION/ACCEPTANCE A. DESTINATION <input checked="" type="checkbox"/> B. ORIGIN BY REGION <input type="checkbox"/> C. ACCEPTANCE BY <input type="checkbox"/> 7 (See SHIP CHART)	6. MODIFICATION NUMBER	
9A. VENDOR WILL <input checked="" type="checkbox"/> DELIVER <input type="checkbox"/> SHIP <input type="checkbox"/> OR SOONER <input type="checkbox"/> SEE NOTE IN ITEM 12	9B. BY May 16, 2008	7. FOB DESTINATION A. DESTINATION <input checked="" type="checkbox"/> B. ORIGIN <input type="checkbox"/> C. INSIDE DELIVERY <input type="checkbox"/> D. TAILGATE DELIVERY <input checked="" type="checkbox"/>	8. GBL NUMBER
10. SHIP TO/REQUIRED MARKING: SEE BLOCK 12 DLA DEFENSE DIST DEPOT TRACY DEPOT TRUCK CONTROL 209-839-4518 / 4519 25600 CHRISHAN ROAD WHSE 30 CCP TRACY CA 95304-5000	11. TO CONTRACTOR (912088100) (912088100) ANY LAB SERVICE RRF 131 LAND CIRCLE CITY, STATE AND ZIPCODE		
MARK FOR TRANSP CNTRL NO WC1JU4 5000 0001 X XX	PROJ. PRI RDD 02 085	RDD TCN TAC	CONTRACT NUMBER FSS-GS-09R-0009K
<small>(*) CLUDGE REGISTRATION NUMBER(S) AS SHOWN IN ITEM 12</small>			

12. REQUISITION NO., ITEM/STOCK NO. AND DESCRIPTION	13. QUANTITY	14. UNIT	15. COST	
			A. UNIT PRICE	B. AMOUNT
<p style="text-align: center;">12</p> <p>*****</p> <p>* -- SHIP TO: ADDRESS IN BLOCK 10 -- *</p> <p>* LABEL FOR ULTIMATE CONSIGNEE FK4FLC *</p> <p>* 0025 CS BN ORD MAINT CO *</p> <p>* SUP DIV DOL BLDG 3030 *</p> <p>* 3030 GAFFNEY RD AMCF SSF *</p> <p>* FT WAINWRIGHT AK 99703-7000 *</p> <p>*****</p>				

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