

Enhanced Freight Tracking System (EFTS)

Shipment Delivery Reporting



Defense Security Cooperation Agency (DSCA)

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1.0 Shipment Delivery Reporting Overview

These instructions provide several acceptable methods for Security Cooperation Organizations (SCOs) to report the receipt of shipment deliveries in country. SCOs may select the method best suited for the particular circumstances existing at the time of a shipment delivery.

There are four basic methods for reporting deliveries; three require a SCIP account with EFTS access and the fourth only requires a computer with Microsoft Excel and email access. The first 2 methods of reporting receipts are performed on-line and immediately update EFTS. These methods take advantage of shipment information already available in EFTS and minimize the User's data entry requirement, making the reporting process easy and accurate. The third method is intended for User's with limited access to EFTS. Though EFTS supports download and subsequent upload of the delivery report, this method allows upload of the delivery report without access to SCIP or EFTS.

For these three methods of reporting, the User must begin by entering the EFTS tab within the Case Execution community, and locating the EFTS INPUT dropdown menu, as shown in Figure 1.

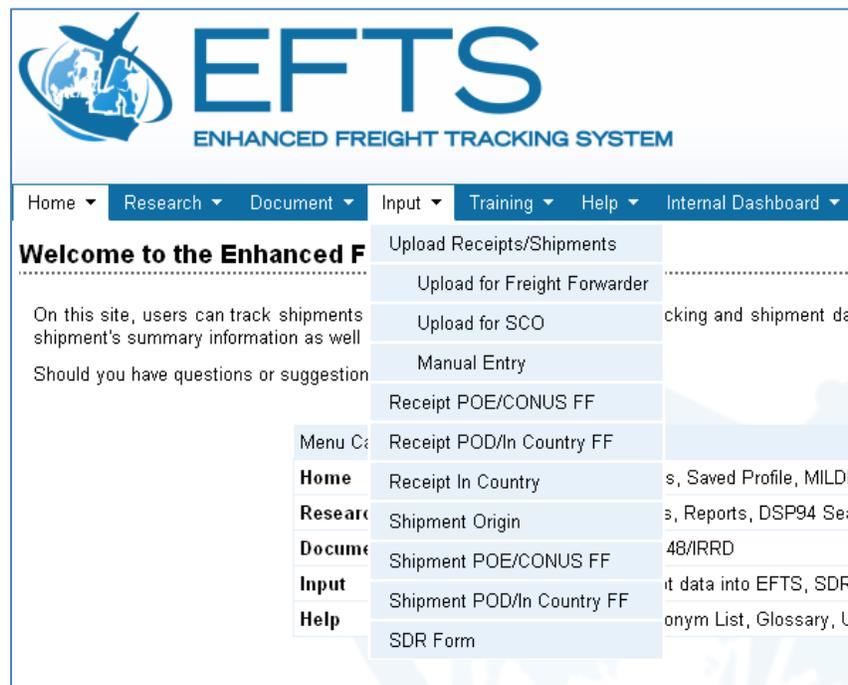


Figure 1: EFTS Input Dropdown Menu

The fourth reporting method, e-mail of the Delivery Report, is accomplished completely off-line and is best suited when the User has no direct access to EFTS. It allows the User to download the delivery report template and submit the delivery report to EFTS via e-mail.

Key data elements required for shipment delivery reporting include the Transportation Control Number (TCN) and Requisition Number, but other information is also required. Data elements found on a Military Shipping Label (MSL) and DD1348 are shown in Figure 2 and Figure 3, respectively. Other documents may be substituted for the MSL and DD1348 in certain shipments, and these documents will also contain important data elements.

TCN				
BBND5V02530512XXX				
From: XXXXXX DDSP New Cumberland PA			TAC/Type Service/Postage BKCY	
Piece	Of 15	Weight	Date Shipped	RDD
1		3	1264	314
		Cube	Project	
		6		
Ship To / POE				Priority 3
Embassy 15 Dupont Circle WASHINGTON, DC 20345 USA				
POD	MSL, Supply, & TCMD Data			
FMS Case	NO LINE ITEM DATA			
DLA Data				
Dest:				
CD:				
Spur:				
BBND00		Ultimate Consignee / Mark For Air Base West		

Figure 2: MSL With Important Data Elements

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
EA 00001										BBN002										B01										10										A										00173 00										173										00										BBN002																			
BBNDEV03470505										5935006281381										EA00001A0017300B002										FMS										IRRD/Form 1348-1A created by William Hayes from EPTS for FMS Case 002 on 4/3/2012 1:30:52 PM.																																																											

UI → EA 00001
 Quantity → BBN002
 Supplementary Address → BBNDEV03470505
 Condition Code → B01
 Requisition Number → 10
 NSN → A
 EA00001A0017300B002

Figure 3: DD1348 With Important Data Elements

2.0 Direct Data Entry into EFTS with DD1348 creation capability (On-line Single Receipt)

This reporting capability allows the user to enter data directly into EFTS and then print a bar-coded DD1348. This capability is useful when shipping documentation is missing but documentation is required for follow-on functions such as bar code scanning, inventory management, and stock issue. EFTS will search for data related to a TCN or Requisition Number and auto-populate most of the required reporting fields. Step by step instructions are as follows:

1. From the EFTS Homepage, click on INPUT tab.
2. A dropdown menu is displayed as shown in Figure 1. Click on **“Receipt In Country.”** The Data Input Screen will appear, as shown in Figure 4.
3. A “Select by” box is displayed. Click on TCN or Requisition Number, depending upon which number is available. A TCN is preferred.
4. Enter the TCN or Requisition Number in the box to the right and click “Search.” If the number matches a transaction in EFTS, the TCN will appear in the TCN box and most of the fields will automatically populate. If the TCN box does not populate with a matching TCN, double check your entry and retry.
5. Select what type of receipt you are reporting to the right of the auto-filled TCN line. The majority of shipments will be “Normal Receipt.” If there is a discrepancy with the shipment, the dropdown menu will allow the user to select the discrepancy type: Frustrated (missing some identifying information), Mis-shipped (materiel does not belong in the benefiting country), Quantity Incorrect (quantity received is different than the quantity shipped as identified on the 1348), and Damaged.
6. If the quantity received matches the quantity shipped as identified on the DD1348 or packing slip, check to make sure that all red outlined fields are complete and complete any that are missing. If there is a difference in the quantity received, make sure that you have selected the “Quantity Incorrect” discrepancy, enter the actual quantity received in “Quantity Rcvd” field and complete any of the red outlined fields that are missing.
7. Select the “Received Date” using the dropdown menu from that box.
8. If the database finds no matching TCN, data fields will not auto-populate and the user will need to manually enter the required data. Only the fields outlined in red are required to complete the transaction, and the “Received Date” field must be completed using the MM/DD/YR format. Additionally, the user must complete at least one of the two gold outlined fields: NSN and Part Number. Figure 4 identifies these fields and where they may be found on a DD1348.

Home ▾ Research ▾ Document ▾ Input ▾ Training ▾ Help ▾ Internal Dashboard ▾

Create Receipt (In Country)

Select By: TCN

TCN: Normal Receipt ▾

DocId	RIC	M&S	UI	Quantity	Suppad	SIG	FC	Dist	Proj	PRI	RDD	ADV	RI	O/P	COND	MGT	Unit Price
1-3	4-6	7	23-24	25-29	46-50	51	52-53	54-56	57-59	60-61	62-64	65-66	67-69	70	71	72	74-80
<input type="checkbox"/>																	

Doc No. & Suffix (30-44):
NSN (8-22):
Doc Date:

Cust. Requisition No.:
Part Number:
Cage Code:

NMFC:
FRT Rate:
Cargo Type:

PS:
Quantity (Rcv'd):
Unit Pack:

Unit Weight:
Unit Cube:
UFC:

SL:
FRT Nomen:
Item Nomen:

Issued By:
Shipped By:
Received By:

Issued Date:
Shipped Date:
Received Date:

Type Cont:
No. Cont:
Total Weight:

Cust. Tracking No.:
UID:
Total Cube:

Ship From	Ship To	Mark For
DODAAC: <input type="text"/>	MAPAC: <input type="text"/>	MAPAC: <input type="text"/>
Location Code: <input type="text"/>	Location Code: <input type="text"/>	Location Code: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>	Address: <input type="text"/>

Figure 4 Data Input Screen

- Click on "Create Receipt" at the bottom of the screen to complete the delivery report and generate a DD1348, as shown in Figure 5:

Ship From	Ship To	Mark For
DODAAC: <input type="text"/>	MAPAC: <input type="text"/>	MAPAC: <input type="text"/>
Location Code: <input type="text"/>	Location Code: <input type="text"/>	Location Code: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>	Address: <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Remarks: <input type="text"/>		
Note: <input type="text"/> Fields in a Red Border are required. <input type="text"/> Only 1 Gold Border field is required.		
<input type="button" value="Create Receipt"/>		

Figure 5

3.0 Manual Entry into EFTS (On-line Multiple Receipts).

The manual data entry capability allows limited information to be used to report deliveries. It is very quick and useful for users who do not need a DD1348 or who do not maintain a separate spreadsheet to track deliveries. Step-by-step instructions are as follows:

1. From EFTS Homepage, click on INPUT tab.
2. Under Upload Receipts/Shipments click on “**Manual Entry.**” A data entry page is displayed as shown in Figure 6:

TCN	Requisition	QTY	Current Location	Case	Origin Shipment Date	POE Receipt Date	POE Shipment Date	POD Receipt Date	POD Shipment Date	InCountry Receipt Date	Carrier Nu

Carrier Tracking Number	Discrepancy	New TCN	National Stock Number	UI	Item Nomenclature	Part Number	Remarks
	Normal Receipt						

Figure 6: Manual Entry Screen

3. Enter the TCN and Requisition Number, if available. Once the TCN and/or requisition number are entered, click the “Retrieve” icon to the left of the TCN box and EFTS will match the data to existing records and auto-populate the critical fields.
4. If TCN or Requisition Number is not available, move the scroll bar to the right and place a carrier tracking number, Bill of Lading BOL number, etc. in the Carrier Tracking Number field to the right of the In Country Receipt Date field, and complete the Qty, Current Location, and In Country Receipt Date. Other fields are also useful and should be included to facilitate with shipment identification. Field descriptions are:
 - a. Transportation Control Number (TCN). The TCN is normally found at the top of the Military Shipping Label. It can also be found on DD1149 or Wide Area Work Flow WAWF documents. It is 17 positions long, and is normally, but not always, constructed by combining the 14 position requisition number with three additional characters that help identify if the shipment was split, partial, etc. Multiple shipments under a single TCN often have a “Lead” TCN that is constructed by using one of the requisition numbers in the shipment, or a TCN

may be assigned based on the consolidation point's procedures. If there is no TCN available, leave the column blank; do not create a TCN or put any other document numbers in this field (GBL, CBL, FEDEX, etc.).

- b. Requisition Number. The requisition number is also known as the MILSTRIP number, and is found on the DD1348, DD1149, or WAWF receiving report. It is 14 positions long. The requisition number is critical because it ties the shipment back to the original requisition. If there is no requisition number, leave the column blank.
- c. Quantity. The quantity is found on the DD1348, DD1149 and WAWF receiving report. This is the quantity being received, and may be different than the requisition quantity due to split or partial shipments. It is a good practice to do a physical count of items received and compare this amount against the shipment documentation. If the actual quantity of items received does not match the quantity reported on the documentation, enter the actual quantity of items received, and enter the discrepancy in column H.
- d. Case Identifier. The Case Identifier is a six-digit string of letters and numbers made up of the BPC Program Code, Implementing Agency Code, and Case Designator. For example, "S4-B-BAA."
- e. Location. The receiving location, city and country can be entered in this column in plain language.
- f. Origin, POE and POD fields may be left blank, unless the user is reporting as an origin, POE or POD.
- g. In Country Receipt Date. The date the material was received at the receiving location in country.
- h. Carrier Tracking Number. If other documentation is missing, this can often help identify the shipment. This can be a FEDEX, UPS, DHL, etc. tracking number which is often left on the packages by the consolidation point. This number can also be a Commercial Bill of Lading (CBL) or Government Bill of Lading (GBL) number. For CBLs or GBLs, add "CBL" or "GBL" to the beginning document number accordingly. For example, CBL number 176-3190-7993 should be entered as CBL176-3190-7993.
- i. Discrepancy. If there is a discrepancy with the shipment, such as damage, mis-shipped, or incorrect quantity, use the drop down menu to enter it in this column. By double clicking on the box in the spreadsheet a dropdown arrow appears which will provide the available choices. Simply click one and it will be entered in the box. Any additional notes associated with the discrepancy can be annotated in the Remarks column.

- j. National Stock Number (NSN). The NSN can be used to help identify a shipment if other documentation is missing. It is often found on other packaging labels, items nameplates, etc. It is 13 characters long, often numeric.
 - k. Unit of Issue (UI). The UI designates the unit of issue of the item (Each (EA); Box (BX); Pack (PK); etc.) It is found on the DD1348 or DD1149.
 - l. Nomenclature. Enter the plain language nomenclature as shown on the documentation. Nomenclature is useful for the casual observer to see if an item of interest has been received without knowing the TCN or requisition number.
 - m. Part Number. Many times a part number is provided in addition to an NSN. This information can be critical in helping to identify a shipment.
 - n. Remarks. Remarks should be entered to add any information that may help explain details about a shipment. Discrepancies can be expanded upon here.
5. When data entry is complete, click the icon labeled "Upload to EFTS."

4.0 Shipment Delivery Report Upload into EFTS. (Limited Access to SCIP/EFTS)

The Shipment Delivery Report provides a method to maintain a single Excel spreadsheet and update EFTS periodically as shipments are received. The Spreadsheet can be downloaded from EFTS and saved as a file on the user's PC or laptop. Step-by-Step instructions are as follows:

1. From EFTS Homepage click on INPUT tab.
2. Under Upload Receipts/Shipments click on **"Upload for SCO."** A screen will appear as in Figure 7.
3. To download the Shipment Delivery Report spreadsheet (only necessary for the first time), click on **"Click Here"** as shown in Figure 7.
4. A read-only Excel spreadsheet will open. Save this file on a PC or laptop, using a filename created by adding the country code at the end of the existing filename. For example, a shipment report from Bandaria would be saved as: **"Shipment Delivery Report v1 BN"**
5. Fill out the template as follows (the first entry line is line 4): The first six columns of the report (columns A through F) are mandatory, because that data is critical to EFTS being able to properly record the receipt. However, if the user is unable to complete all of these six columns, the remaining columns on the report must be filled in as completely as possible to assist the Analysts who must manually match the report data with shipment records. It is strongly recommended that users report as much of the information as is available on each shipment.
 - a. **Column A:** Transportation Control Number (TCN). The TCN is normally found at the top of the Military Shipping Label. It can also be found on DD1149s or WAWF documents. It is 17 positions long, and is normally, but not always, constructed by combining the 14 position requisition number with three additional characters that help identify if the shipment was split, partial, etc. Multiple shipments under a single TCN often have a "Lead" TCN that is constructed by using one of the requisition numbers in the shipment, or a TCN may be assigned based on the consolidation point's procedures. If there is no TCN available, leave the column blank; do not create a TCN or put any other document numbers in this field (GBL, CBL, FEDEX, etc.).
 - b. **Column B:** Requisition Number. The requisition number is also known as the MILSTRIP number, and is found on the DD1348, DD1149, or WAWF receiving report. It is 14 positions long. The requisition number is critical because it ties the shipment back to the original requisition. If there is no requisition number, leave the column blank.
 - c. **Column C:** Quantity. The quantity is found on the DD1348, DD1149 and WAWF receiving report. This is the quantity being received, and may be different than

the requisition quantity due to split or partial shipments. It is a good practice to do a physical count of items received and compare this amount against the shipment documentation. If the actual quantity of items received does not match the quantity reported on the documentation, enter the actual quantity of items received, and enter the discrepancy in column H.

- d. **Column D:** Case Identifier. The Case Identifier is a six-digit string of letters and numbers made up of the BPC Program Code, Implementing Agency Code, and Case Designator. For example, "S4-B-BAA."
- e. **Column E:** Location. The receiving location, city and country can be entered in this column in plain language.
- f. **Column F:** Receipt Date. The date the material was received at the receiving location.
- g. **Column G:** Carrier Tracking Number. If other documentation is missing, this can often help identify the shipment. This can be a FEDEX, UPS, DHL, etc. tracking number which is often left on the packages by the consolidation point. This number can also be a Commercial Bill of Lading (CBL) or Government Bill of Lading (GBL) number. For CBLs or GBLs, add "CBL" or "GBL" to the beginning document number accordingly. For example, CBL number 176-3190-7993 should be entered as CBL176-3190-7993.
- h. **Column H:** Discrepancy. If there is a discrepancy with the shipment, such as damage, mis-shipped, incorrect quantity, etc., enter it in this column. By double clicking on the box in the spreadsheet a dropdown arrow appears which will provide the available choices. Simply click one and it will be entered in the box. Any additional notes associated with the discrepancy can be annotated in the Remarks column.
- i. **Column I:** National Stock Number (NSN). The NSN can be used to help identify a shipment if other documentation is missing. It is often found on other packaging labels, items nameplates, etc. It is 13 characters long, often numeric.
- j. **Column J:** Unit of Issue (UI). The UI designates the unit of issue of the item (Each (EA); Box (BX); Pack (PK); etc.) It is found on the DD1348 or DD1149.
- k. **Column K:** Nomenclature. Enter the plain language nomenclature as shown on the documentation. Nomenclature is useful for the casual observer to see if an item of interest has been received without knowing the TCN or requisition number.
- l. **Column L:** Part Number. Many times a part number is provided in addition to an NSN. This information can be critical in helping to identify a shipment.

- m. **Column M:** Remarks. Remarks should be entered to add any information that may help explain details about a shipment. Discrepancies can be expanded upon here.
- 6. When data entry is complete, be sure to save the file to your PC or laptop again using the 2-digit country code at the end of the file name.
- 7. To upload, return to the Upload for SCO screen in EFTS and click the Browse button to locate and attach the file as found stored on the PC or laptop, then click “Process.” The file will be uploaded into EFTS, and shipment delivery data will be migrated into the EFTS database.

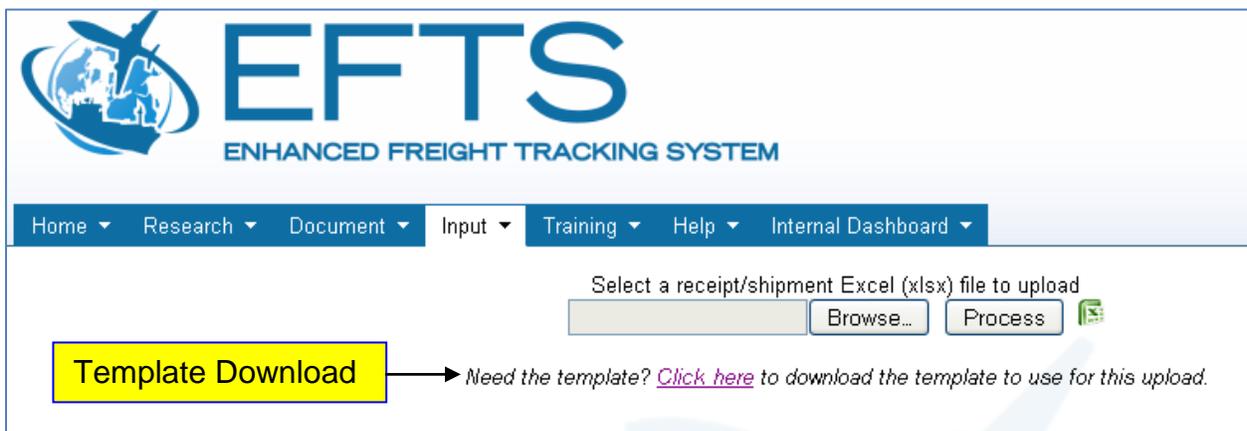


Figure 7: Upload for SCO Screen

5.0 Shipment Delivery Report Email to EFTS. (Off-line Reporting)

The Shipment Delivery Report provides an off-line method to maintain a single Excel spreadsheet and submit reports to EFTS periodically as shipments are received.

1. Obtain a copy of the Shipment Delivery Report Excel spreadsheet template from the Defense Institute for Security Assistance Management (DISAM) Publications webpage (<http://www.disam.dsca.mil/pages/pubs/default.aspx>).
2. Save the Shipment Delivery Report file on a PC or laptop, using a filename created by adding the country code at the end of the existing filename. For example, a shipment report from Bandaria would be saved as: "Shipment Delivery Report v1 BN."
3. Fill out the template as follows (the first entry line is line 4): The first six columns of the report (columns A through F) are mandatory, because that data is critical to EFTS being able to properly record the receipt. However, if the user is unable to complete all of these six columns, the remaining columns on the report must be filled in as completely as possible to assist the Analysts who must manually match the report data with shipment records. It is strongly recommended that users report as much of the information as is available on each shipment.
 - a. **Column A:** Transportation Control Number (TCN). The TCN is normally found at the top of the Military Shipping Label. It can also be found on DD1149s or WAWF documents. It is 17 positions long, and is normally, but not always, constructed by combining the 14 position requisition number with three additional characters that help identify if the shipment was split, partial, etc. Multiple shipments under a single TCN often have a "Lead" TCN that is constructed by using one of the requisition numbers in the shipment, or a TCN may be assigned based on the consolidation point's procedures. If there is no TCN available, leave the column blank; do not create a TCN or put any other document numbers in this field (GBL, CBL, FEDEX, etc.).
 - b. **Column B:** Requisition Number. The requisition number is also known as the MILSTRIP number, and is found on the DD1348, DD1149, or WAWF receiving report. It is 14 positions long. The requisition number is critical because it ties the shipment back to the original requisition. If there is no requisition number, leave the column blank.
 - c. **Column C:** Quantity. The quantity is found on the DD1348, DD1149 and WAWF receiving report. This is the quantity being received, and may be different than the requisition quantity due to split or partial shipments. It is a good practice to do a physical count of items received and compare this amount against the shipment documentation. If the actual quantity of items received does not

match the quantity reported on the documentation, enter the actual quantity of items received, and enter the discrepancy in column H.

- d. **Column D:** Case Identifier. The Case Identifier is a six-digit string of letters and numbers made up of the BPC Program Code, Implementing Agency Code, and Case Designator. For example, "S4-B-BAA."
 - e. **Column E:** Location. The receiving location, city and country can be entered in this column in plain language.
 - f. **Column F:** Receipt Date. The date the material was received at the receiving location.
 - g. **Column G:** Carrier Tracking Number. If other documentation is missing, this can often help identify the shipment. This can be a FEDEX, UPS, DHL, etc. tracking number which is often left on the packages by the consolidation point. This number can also be a Commercial Bill of Lading (CBL) or Government Bill of Lading (GBL) number. For CBLs or GBLs, add "CBL" or "GBL" to the beginning document number accordingly. For example, CBL number 176-3190-7993 should be entered as CBL176-3190-7993.
 - h. **Column H:** Discrepancy. If there is a discrepancy with the shipment, such as damage, mis-shipped, incorrect quantity, etc., enter it in this column. By double clicking on the box in the spreadsheet a dropdown arrow appears which will provide the available choices. Simply click one and it will be entered in the box. Any additional notes associated with the discrepancy can be annotated in the Remarks column.
 - i. **Column I:** National Stock Number (NSN). The NSN can be used to help identify a shipment if other documentation is missing. It is often found on other packaging labels, items nameplates, etc. It is 13 characters long, often numeric.
 - j. **Column J:** Unit of Issue (UI). The UI designates the unit of issue of the item (Each (EA); Box (BX); Pack (PK); etc.) It is found on the DD1348 or DD1149.
 - k. **Column K:** Nomenclature. Enter the plain language nomenclature as shown on the documentation. Nomenclature is useful for the casual observer to see if an item of interest has been received without knowing the TCN or requisition number.
 - l. **Column L:** Part Number. Many times a part number is provided in addition to an NSN. This information can be critical in helping to identify a shipment.
 - m. **Column M:** Remarks. Remarks should be entered to add any information that may help explain details about a shipment. Discrepancies can be expanded upon here.
4. When data entry is complete, be sure to save the file to your PC or laptop again using the 2-digit country code at the end of the file name.

5. To submit the completed report, attach the file to an email with the subject “Shipment Delivery (Country Code)” and email to the following address:
navsup_wss_eftssco@navy.mil. Shipment delivery data on the report will be migrated into the EFTS database.

Appendix A

Shipment Delivery Report Template Fields:

1. Mandatory Fields:

Transportation Control Number	Requisition Number	Quantity	Case Identifier	Current Location	Receipt Date (MM/DD/YR)
On Military Shipping Label or 1149	On 1348/IRRD	On 1348	On MSL and/or 1348	Location in Plain Language	Receipt at Final Destination

2. Optional Fields:

Carrier Tracking Number	Discrepancy (Frustrated, Misshipped, Incorrect Qty, Damaged)	National Stock Number	Unit of Issue	Nomenclature	Part Number	Remarks
FEDEX/DHL/UPS/etc	Use Dropdown to select. Leave blank if no discrepancy	If no NSN place Part Number in Column L		Plain Language	Alpha Numeric	Plain Language