

TRANSPORTATION AND MOTOR VEHICLES

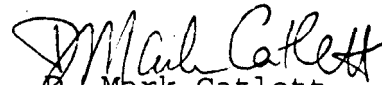
1. **REASON FOR ISSUE.** This handbook is to be used with VA Directive 7241 which sets forth policy to implement and supplement Federal Property Management Regulations (FPMR) 101-41.
2. **SUMMARY OF CONTENTS.** This handbook contains procedures for VA freight transportation services.
3. **RESPONSIBLE OFFICE.** Office of the Deputy Assistant Secretary for Acquisition and Materiel Management &(90).
4. **RELATED DIRECTIVE.** VA Directive 7241, Transportation and. Motor Vehicles.
5. **RESCISSION.** VA Manual MP-2, Subchapter G, Part 108-41.

CERTIFIED BY:

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**PART 1. FREIGHT TRANSPORTATION SERVICES -FURNISHED FOR THE ACCOUNT
OF THE DEPARTMENT OF VETERANS AFFAIRS**

1. 300 **Scope.** This part implements Federal Property Management Regulations (FPMR) 101-41.3 and supplements the provisions of FPMR when freight transportation services are furnished for and payable by VA.

2. 302 Standard Forms Relating to Shipment, Transportation, and Delivery of Property

a. VA has exercised the option to use Standard Form (SF) 1103, U.S. Government Bill of Lading (GBL), and will not use SF 1203, U.S. Government Bill of Lading--Privately Owned Personal Property. SF 1103 and its related copies will be used for the shipment of freight, personal property, unaccompanied baggage, and mobile homes for the account of VA. GBLs shall not be used under the circumstances described in FPMR 101-41.304 which explains the use of commercial forms for certain shipments.

b. The GBL forms set forth in FPMR 101-41.302 are prescribed to document the shipment, transport, and delivery of property by transportation companies for the account of VA. GBLs may only be issued to transportation companies. GBL forms comprise seven or nine part GBL sets that are arranged in the order shown below. The seven part GBL set is identified here. The nine part GBL set will have two additional SF 1103-A forms positioned in front of the SF 1103-B.

(1)	SF 1103	U.S. Government Bill of Lading (Original)
(2)	SF 1104	U.S. Government Bill of Lading (Shipping Order)
(3)	SF 1103-A	U.S. Government Bill of Lading (Memorandum Copy)
(4)	SF 1105	U.S. Government Freight Waybill (Original)
(5)	SF 1106	U.S. Government Freight Waybill (Carriers Copy)
(6)	SF 1103-A	U.S. Government Bill of Lading (Memorandum Copy)
(7)	SF 1103-B	U.S. Government Bill of Lading (Memorandum Copy--Consignee)

c. Two additional forms are required if additional GBL pages are needed or if GBL corrections must be made after the GBL has been given to the carrier.

- (1) SF 1109 U.S. Government Bill of Lading Continuation Sheet
- (2) SF 1200 Government Bill of Lading Correction Notice

d. When GBLs are used, SF 1113, Public Voucher for Transportation Charges (Original), as set forth in FPMR 101-41.310, is prescribed to document the billing and payment of freight charges by transportation companies for the account of VA. The second page of this two-page voucher set is a memorandum copy identified as SF 1113-A, Public Voucher for Transportation Charges (Memorandum Copy).

3. 302-2 Distribution of the Government Bill of Lading Set

a. Where the GBL issuing office is also the consignor (shipper) the original and all copies of the GBL will be dated and signed by the carrier's agent. All SF 1103-A, U.S. Government Bill of Lading Memorandum Copies, will then be separated from the GBL set and distributed. One copy of SF 1103-A will be retained by the consignor and one copy will be sent to the paying office. In all instances, the SF 1103, SF 1104, SF 1105, and SF 1106 will be given to the initial carrier or agent at the time the shipment is tendered. The SF 1103-B, U.S. Government Bill of Lading Consignee Copy, will be forwarded in the shipment packing list or electronically transmitted or mailed to the consignee after receipt of the shipment by the carrier. Carbon impression signatures and dates are acceptable on the copies of the bill of lading.

b. When the issuing office must send the GBL set to the consignor (shipper) at a remote site, the issuing office will keep one SF 1103-A, U.S. Government Bill of Lading Memorandum Copy, for its file and send one SF 1103-A to the paying office. In all instances, the SF 1103, SF 1104, SF 1105, and SF 1106 will be given to the initial carrier or agent at the time the shipment is tendered. The SF 1103-B, U.S. Government Bill of Lading-Consignee Copy, will be forwarded in the shipment packing list or electronically transmitted or mailed to the consignee after receipt of the shipment by the carrier. If the consignor is not familiar with GBL distribution procedures, send a copy of VA Form 60-41, Instructions To Shipper For Use Of Attached Government Bill Of Lading and Waybill, with the GBL. The consignor may reproduce a copy of the GBL for their file.

c. Copies of bills of lading prepared under the authority of the issuing office must be maintained at the issuing office in a manner facilitating review and audit.

4. 302-4 Preparation of the Government Bill of Lading

a. GBLs will be prepared in accordance with instructions provided in the GSA guides "How To Prepare and Process U.S. Government Bills of Lading" (NSN 7610-00-682-6740) and "Common Shipping Faults and Their Remedies" or as described here.

b. GBLs purchased for manual preparation may be either carbon interleaved or carbonless but will have the GBL serial number imprinted on them at the time of their manufacture. Overprinting of other information is optional. If GBL preparation will be automated, then GBL serial numbers must be computer generated and unique. The GBL forms should be marginally punched, continuous feed, and carbonless without GBL serial numbers. Overprinting of other information is optional. GSA will provide a block of GBL serial numbers upon request for either the manual or automated GBL sets.

c. Identical item descriptions shall be consolidated for each destination on a bill of lading and will appear only once in the list of items for each destination. An item description may appear more

than once on a GBL only when it is intended for another consignee also listed on the GBL. Hazardous materials or substances must be highlighted or listed first among the item descriptions for a destination.

d. Material designated by the Department of Transportation Hazardous Materials Regulations, Subchapter C, Title 49 of the Code of Federal Regulations, as hazardous shall be described as indicated in 49 CFR 172.101, Hazardous Materials Table. If the material is designated as a hazardous substance, it shall be described as indicated in 49 CFR 172.101, App. A, Table 1-Hazardous Substances Other Than Radionuclides.

e. Material that has been determined to be hazardous waste as defined in 40 CFR Part 261 which is transported or offered for transportation for off-site treatment, storage, or disposal is subject to the regulations of the Environmental Protection Agency (EPA) and the Department of Transportation (DOT). Shipments of hazardous waste are subject to the manifesting requirements of the joint rulemaking by EPA and DOT and must be monitored from their point of generation to their point of destination under the provisions of 40 CFR parts 260, 261, 262, and 271 and 49 CFR parts 171 and 172, as required.

f. Preparation of the GBL

(1) *Block #1. TRANSPORTATION COMPANY TENDERED TO:* The full name of the transportation company carrier must be entered into this block.

(2) *Block #2. SCAC:* The Standard Carrier Alpha Code (SCAC) is an identifier that is unique in the carrier industry. No two carriers can have the same SCAC code. Trucking company freight carrier SCACs are listed in the National Motor Freight Classification and New England Motor Freight Classification for carriers participating in these classifications. Rail carrier SCACs are listed in the Uniform Freight Classification. Another source is the General Services Administration cost comparison which lists household goods, carriers and their SCACs.

(3) *Block #3. DATE B/L PREPARED:* Enter the date the GBL is prepared.

(4) *Block #4. ROUTE ORDER/RELEASE NUMBER:* When GSA is providing traffic management services for frequent shipments over the same routes, this number permits GSA to audit the traffic to verify the carriers used, the rates charged, and the shipment frequencies. This field is blank for VA shippers not using GSA services.

(5) *Block #5. DESTINATION (Name, address and ZIP code):* Enter the consignee's full name and street address (with building and room number), city, state, and ZIP code where the shipment must be delivered.

(6) **Block #6.** *SPLC (Dest)*: Standard Point Location Codes (SPLC) are primarily used by the military. For each city, town, village, or other significant location there is a unique SPLC which allows only one entry to complete the destination location identification for transportation purposes. This block is generally blank for VA shippers.

(7) **Block #7.** *SPLC (Orig.)*: Similar to block #6 above but for origin locations. (Leave blank for VA shippers.)

(8). **Block #8.** *ORIGIN (Name, address and ZIP code)*: Enter consignor's full name and street address, with building and room number, city, state and ZIP code where the shipment will be available for pick up by the carrier.

(9) **Block #9.** *CONSIGNEE (Name, address and ZIP code)*: Enter the full name and street address (with building and room number), city, state, and ZIP code of who will receive the shipment at the delivery address. If this is the same as the destination name-and address, enter "SAME AS ABOVE" or enter the destination address again. When the consignee shares the delivery address with others, then the name and address of the specific recipient for the shipment must be entered.

(10) **Block #10.** *GBLOC (Cons.)*: Used to code the GBL distribution location for a large volume shipper such as a contractor. This block is not generally used by VA.

(11) **Block #11.** *SHIPPER (Name, address and ZIP code)*: The shipper is the party that can legally release the property to a carrier for transport. The term *consignor* may be used interchangeably with shipper. Enter the full name and street address (with building and room number), city, state, and ZIP code of the shipper. If the shipper is the same as the origin name and address, enter "SAME AS ABOVE" or enter the origin address again.

(12) **Block #12.** *APPROPRIATION CHARGEABLE*: Enter the fund citation that will pay out the transportation charges.

(13) **Block #13.** *BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIP code)*: Enter the complete name and address (with post office box number), city, state, and ZIP code where the carrier should send the billing statement.

AGENCY LOC CODE: Used to code a facility payment office location. (Leave blank.)

(14) **Block #14.** *VIA (Route shipment when advantageous to the Government)*: Used by volume rail shippers when alternate routings are available. Not used by VA,

(15) *Block #15. MARKS AND ANNOTATIONS:* Enter additional information, special instructions, or requests for extra services in this space. The back of the GBL form has additional space under the heading *SPECIAL SERVICES ORDERED* to complete the request and for additional information or Standard Form 1109, U.S. Government Bill of Lading Continuation Sheet can be used. GBL sets with carbons must first have the carbons reversed before making an entry on the reverse of the GBL. Carbonless GBL sets cannot be used to record information on the reverse of the GBL. Instead, use SF 1109 and attach it to the GBL. The SF 1109 is distributed in the same manner as the GBL. The person requesting special services must sign the special services request. If special services are requested after the GBL has been issued to the carrier but before the carrier could have performed the services, use Standard Form 1200, Government Bill of Lading Correction Notice, and complete block #14 for miscellaneous information or instructions, then distribute the form to the carrier and the paying office.

(16) *Block #16. NO. KIND:* The number of pieces in the shipment must be entered when the pieces are loose and can be readily counted. When the pieces are over-wrapped or packaged in such a manner that counting them is impractical, then indicate the number of over-wrapped pieces and in parenthesis put the actual number said to be within the over-wrapped pieces. *KIND* refers to the packaging such as cartons, rolls, drums, pails, etc.

(17) *Block #17. HM:* Shipments containing Department of Transportation reportable quantities of hazardous materials must have either an "X" or "RQ" in this column. Do not mark this column for any other reason. (RQ means reportable quantity.)

(18) *Block #18. DESCRIPTION OF ARTICLES:* Property listed on the GBL will be described as specified by the applicable classification or carrier's tender. Shipments transported under negotiated rate tenders shall be described as specified on the tender, Optional Form 280, block 1B.

(19) *Block #19. WEIGHT:* Enter the weight in pounds for each line item that has been separately listed. If several line items have been grouped into one entry, show the total weight in pounds of that one entry. Each hazardous material must be entered separately and may not be grouped with other items. Show the weight of each hazardous material separately from all other line items. Total the weight of all lines at the bottom of this column.

(20) *Block #20. TARIFF OR SPECIAL RATE AUTHORITY:* The authority to apply specific rates to a GBL shipment is the tariff or tender of rates negotiated with the carrier. To assure that the negotiated rate will be applied to the shipment, enter the rate tender reference. If no reference is established, the carrier will apply the applicable commercial tariff rates which could be significantly higher than the negotiated rates.

(21) *Block #21. PICKUP SERV. FURNISHED:* For the first small block, if the carrier provides a vehicle to pick up the shipment at the shipping point, mark "yes." If the shipment is taken to the carrier's terminal, leave blank. For the second small block, if the shipment is of truckload size and one or more pieces of the largest size in the shipment could not be placed on the trailer, mark "yes," otherwise leave it blank.

(22) *Block #22. CARRIER WAY/FREIGHT BILL NO. AND DATE:* If the carrier's freight bill or waybill number is known, as in the case of a commercial bill of lading being converted to a GBL, then-enter the bill number. Frequently, a carrier will provide a self sticking bar coded freight bill label with a freight bill PRO number and place it on the GBL at the time of pickup. If the freight bill or waybill number is not known, leave it blank.

(23) *Block #23. STOP THIS SHIPMENT AT:* When a truckload shipment has a stop-off enroute for either a delivery or a pickup, enter the city, state, and ZIP code of the enroute point. The word FOR: provides room to indicate either a delivery or pickup as the reason for the stop-off.

(24) *Block #24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS:* Complete these entries only when a rail car, truckload, or ocean container shipment so occupies the conveyance that the shipment has the benefit of exclusive use of the conveyance. Seal numbers must be recorded. Rates charged for rail cars are determined partially by the size of the rail car provided to the shipper, so indicate the size of the car requested and the size of the car actually provided. This block is usually not used by VA.

(25) *Block #25. CARRIER'S PICKUP DATE:* For all shipments, enter the date of the shipment pickup or the date the shipment was presented to the carrier at their terminal.

(26) *Block #26a. SIGNATURE OF AGENT:* The carrier's representative must sign the GBL. This signature validates the receipt of the shipment and transfers custody and liability of the shipment to the carrier.

Block #26b. Per: This is a carrier optional entry field. Not used by VA.

(27) *Block #27. MODE:* Volume shippers may require mode identification for efficient auditing. Not used by VA.

(28) *Block #28. ESTIMATE:* Enter the freight estimate. This figure generally includes all costs associated with the pickup, transport, stop-offs, and shipment delivery.

(29) *Block #29. NO. OF CLS/TLS:* When the GBL is for multiple rail cars, truckloads, or ocean containers, the number of conveyances is entered. Not used by VA.

(30) *Block #30. TYPE RATE:* When an entry has been made in block #29, a code for the type of rate that applies must be entered. Not used by VA.

(31) *Block #31. PSC:* Enter code to order protective services. Not used by VA.

(32) *Block #32. REASON:* Reason code for protective service. Not used by VA.

(33) *Block #33a. ISSUING OFFICE (Name and complete address):* Enter the issuing office name, mail symbol, street, city, state, and ZIP code.

Block #33b. GBLOC: Used to code an off-site GBL distribution office location.

Block #33c. ISSUING OFFICER: Enter the name and title of the GBL issuing officer. The issuing officer's signature is optional, but when few GBLs are issued, the signature is desirable.

Block #33d. CONTRACT/ PURCHASE ORDER NO. OR OTHER AUTHORITY: This entry is the justification or validation for preparation and issuance of the GBL. It supports and documents the internal audit trail. Enter a contract number, purchase order number, requisition number, travel authority, or other document identification that provides the specific authority for the preparation and issuance of this specific GBL.

Block #33e. DATED: Enter the date of the authority for issuing the GBL.

Block #33f. FOB POINT NAMED IN CONTRACT: The city and state of the fob point named in the authority may not be the same as the city and state of the shipping point. The city and state of the shipping point where the carrier rates apply from must be entered.

g. Erasures and alterations on a GBL must be authenticated and explained by the person making them.

h. Forms and Publications Depot shipments of warehouse stock inventory shall be described on bills of lading as "Printed Matter." The applicable description on bills of lading for mixed commodity shipments that are not depot stock shall be "Freight, All Kinds." In all cases, the bill of lading freight description shall be as required by the negotiated rate tender.

i. National Cemetery System shipments transported under negotiated tenders will be described on bills of lading as "Grave Markers, Metal or Natural Stone or Caststone Blocks, Pieces, or Slabs, NOI, Carved, Honed, Polished or Traced." In all cases, the bill of lading freight description shall be as required by the negotiated rate tender.

j. Valuation of Shipments. Negotiated freight tenders subject to the GSA Standard Tender of Service (STOS) are protected for full value in case of loss or damage. Freight rate tenders not subject to the STOS must have liability terms defined. Household goods shipment valuations may be either at the \$1.25 per pound level times the weight of the shipment in pounds or at some higher amount per pound times the weight of the shipment in pounds. Charges for household goods shipment excess valuation are payable by the transferee (see VA Directive 7240, paragraph 151 and FAR 47.102).

k. Bill to Address. Issuing officers will assure that the bill to address is accurate and complete in all respects to ensure expeditious processing of carrier payment vouchers.

l. Pickup and Delivery Instructions. Freight tariffs usually provide for tailgate pickup or delivery of freight when the carrier's equipment is parked at the shipping dock and the freight is placed or to be placed within 10 feet of the carrier's conveyance. When inside delivery or pickup or other than tailgate pickup or delivery is required, requisitions and/or purchase documents will indicate the exact location, including floor and room number, where the service will be performed and the point of contact with a commercial telephone number for coordination. Any limitations or restrictions which would affect a carrier's operation such as limited business hours, elevator use, availability of extra manpower, or availability of material handling equipment will be indicated on the U.S. Government Bill of Lading (GBL) in block 15, Marks, or in instructions attached to the GBL. For deliveries or pickups beyond the vehicle tailgate, the carrier may require several days advance notification. Do not expect the carrier to perform satisfactorily without quality supervision.

m. Charges Collected in Error. When the U.S. Government Bill of Lading (GBL) issuing officer is informed that the instruction to "Pay No Charges" has been disregarded and the carrier has collected the transportation charges from the consignee, the paying office will be notified and the consignee should be reimbursed in accordance with fiscal procedures.

n. Less-Than-Truckload (LTL) and Truckload Shipments. Separate GBLs will be prepared for each less-than-truckload shipment. A single GBL may be used for a multiple stop truckload when five or fewer shipments are consolidated onto a truckload to be delivered at intermediate points enroute to the final destination. Additional stop-off information shall be entered on the SF 1109, U.S. Government Bill Of Lading Continuation Sheet, and shall include the stop-off name, address, number of pieces, weight, and freight description. A single GBL may also be used for multiple truckloads when all trucks move via the same carrier on the same day, from one origin to one consignee and destination, and with no diversions or reconsignments enroute. When volume rates apply to multiple truckloads on separate GBLs, the GBLs will be cross-referenced.

5. 302-7 Corrections and Changes to the Government Bill of Lading

a. The Government Bill of Lading Correction Notice, SF 1200, will be used to initiate changes to a U.S. Government Bill of Lading (GBL) which has been distributed. Preparation of the SF 1200 is not required when alterations or corrections are made to the GBL prior to distribution. The form will be distributed in the same manner as the GBL.

b. The recipients of the correction notice will alter or correct the U.S. Government Bill of Lading (GBL) as indicated on the notice and attach it to the GBL. The SF 1200 must be signed in block #17 by the carrier's representative if any changes affect the transportation charges.

6. 303 Conversion of a Commercial **Bill** of Lading to a Government Bill of Lading

a. Controls will be established to prevent a duplicate payment of freight charges when converting the original of a commercial bill of lading to a GBL. When the original or memorandum copy of a collect commercial bill of lading with freight charges in excess of \$250 (FPMR 101-41.304-2) is received by the Government official who authorized the shipment, the collect commercial bill will be converted to a GBL. The collect commercial document will be attached to the GBL and both documents will be cross-referenced and forwarded to the origin carrier who will forward them to the destination line haul carrier. When a memorandum copy of the collect commercial bill is used, it will be retained in the file with the memorandum copy of the GBL. The signature of the agent of the initial carrier will not be required on the GBL as it appears on the collect commercial document.

b. Commercial bills of lading covering two or more truckloads may be converted to one GBL when each truckload is shipped from the same origin on the same day by the same carrier and all truckloads were delivered to the same destination and consignee without damage or loss.

c. Each commercial bill of lading will be recapped separately showing waybill, car/trailer number, and weight. All commercial documents will be attached to the GBL.

7. 304-2 Limited Authority to use Commercial **Forms** and Procedures. GBLs shall not be used when local storage, drayage, and hauling services are procured by contract. They may be used when such local services are provided for in published tariffs, schedules, or tenders.

a. Commercial forms and procedures may be used for certain small shipments when freight charges are estimated at \$250 or less, the shipments are of a recurring nature, and it is cumbersome or impractical to issue GBLs.

b. A letter of agreement shall be sent from the carrier or freight forwarder to VA requesting acceptance of the use of commercial forms and procedures for shipments covered by this agreement. The agreement shall include the provision that the terms and conditions as set forth in the GBL shall apply to the shipments for the account of VA. All charges shall be billed on commercial forms rather than SF 1113. With the concurrence of the carrier, payment may be made in cash upon presentation of the billing document. Payments are subject to later recovery if made for services not performed.

a. 307 Lost U.S. Government Bills of Lading. The replacement document for a lost SF 1103, U.S. Government Bill of Lading Original, will be the SF 1105, U.S. Government Freight Waybill Original, certified as a true copy of the original as prescribed in GSA Handbook "How To Prepare and Process U.S. Government Bills of Lading" (NSN 7610-00-682-6740). If the SF 1105 is also lost, the carrier should be provided with a certified true copy of the SF 1103-A, U.S. Government Bill Of Lading Memorandum Copy, for use as the substitute document. The GBL register shall be annotated that a certified true GBL copy was issued and the date of issue. The paying office should also be notified.

9. 308 Requisitioning and Accounting

a. Blank GBLs will be requisitioned in accordance with VAAR 808.870-2 or the most recently issued policy.

b. GBL issuing offices will maintain a GBL register of all GBLs issued. GBLs shall be inventoried upon receipt of a supply of GBLs, upon a change of custodianship, or at least annually. Unnumbered, pin fed, GBLs shall be counted. Numbered GBLs shall be recorded and inventoried by serial number. Overprinting on GBLs shall be inspected upon receipt of new GBLs or upon receipt of a replenishment supply of GBLs. The GBL inventory shall be secured from unauthorized use. The accountability for a GBL inventory being maintained off site land being prepared by a contractor or other shipper remains with the VA GBL issuing office. When the occasional GBL must be sent to a contractor, the GBL must be completed by the issuing office before it is released. All GBLs prepared by a contractor or shipper must bear the name and title of the VA GBL issuing officer and the name and address of the VA issuing office, rather than those of the contractor or shipper. VA Form 90-41, Instructions to Shippers for Use of Attached Government Bill of Lading and Waybill, should be distributed to a contractor who needs guidance for the distribution of the GBL forms. Additional instructions may be provided by the VA issuing office to meet specific distribution needs.

c. At the time of issue, information pertinent to the shipment will be recorded in the bill of lading register and will include, at a minimum, the GBL serial number, the consignor (shipper) and consignee (recipient), the purchase order number or contract number as authority requiring the GBL document, a general freight

description, date of shipment, shipment weight, carrier's name, and freight charge estimate. A separate inbound shipment GBL register for GBLs issued by another issuing office but which are payable by a VA fiscal office will contain the same information as the outbound GBL register except the delivery date will replace the shipment date.

d. The Traffic Manager, Office of Acquisition and Materiel Management, will be notified in writing within 5 workdays of any lost or missing GBLs. GBLs that have serial number errors or overprinting errors that are considered too severe to permit issuance of the GBLs shall be set aside and secured from being issued. The circumstances relating to the identification of the error shall be reported to the source from which the GBLs were originally received. Disposition of unusable GBL forms shall be as required by appropriate regulations or as directed by the source of the GBLs.

e. When a delivery of GBLs is missing one or more shipping cartons, immediately telephone the delivering carrier to request a search for the missing carton(s). Inventory the GBLs that were received. Complete a SF 361, Transportation Discrepancy Report, and give a copy to the carrier. If the missing GBLs are not located within 48 hours, call the shipper to advise them of the apparent loss and notify the Traffic Manager, Office of Acquisition and Materiel Management, of the problem by telephone, facsimile, or FORUM. Be prepared to identify the missing GBLs by serial number and the quantity missing. If one or more inner packages is missing from a previously unopened carton or if the inner packages are missing GBLs, report this to the shipper by telephone immediately. Do not discard any of the packaging because it may be needed during an investigation. The Traffic Manager will take or direct whatever investigative action is determined to be additionally necessary. If the GBLs are determined to be lost, send a written summary of the circumstances of the loss and of your investigative actions to the shipper and a copy to the Traffic Manager. Advise the paying office at your facility and, if appropriate, the Austin, TX, payment center, of the missing GBLs.

f. When a serial numbered GBL is spoiled during preparation, is prepared for issue but is not used, or is unusable for any other reason and has not been distributed, it shall be returned to the accountable office where it shall be marked "CANCELLED." The GBL register will be annotated to indicate the cancellation; the paying office shall be notified that the GBL number has been cancelled, and the GBL original (SF 1103) will be filed for disposition per General Records Schedule 9, Travel and Transportation Records.

g. When a lost GBL original is recovered prior to settlement of the freight charges, the certified replacement freight waybill (SF 1105) or the certified memorandum copy (SF 1103-A) shall be marked "CANCELLED - GBL ORIGINAL LOCATED." The paying office must be notified of the recovery, and the pertinent GBL register annotation must be corrected. The settlement of freight charges shall then be made using the GBL original.

h. When a lost GBL original is recovered after the settlement of the freight charges, the GBL original shall be cancelled by the paying office. The paying office shall notify the GBL accountable officer that the recovered GBL original has been cancelled. The GBL register annotation shall be amended to record that the GBL original was recovered after the freight charges were settled.

**PART 2. STANDARDS FOR PAYMENT OF CHARGES FOR
TRANSPORTATION SERVICES FURNISHED FOR THE ACCOUNT OF
THE DEPARTMENT OF VETERANS AFFAIRS**

1. 400 Scope. This part implements FPMR 101-41.4 and supplements the provisions of FPMR when payment of transportation charges for property is for or on behalf of VA.

2. 401 Payment of Transportation Bills

a. VA activities responsible for the payment of freight or passenger transportation charges shall pay all properly documented bills that are not excepted from payment by provisions of FPMR 101-41.604-2. Bills for unanticipated but desirable shipments, such as returns made by a beneficiary's family, received on collect commercial forms that do not bear the notation "To be converted to a GBL," may be processed for payment. Payment for these shipments may be made from imprest funds if charges do not to exceed \$250.

b. VA payment activities shall assure that carrier bills have the carrier's Standard Carrier Alpha Code (SCAC) identifier on the Standard Form 1113, Public Voucher for Transportation Charges and SF 1113-A, Memorandum Copy. Carrier bills that do not have the SCAC shall be returned unpaid to the carrier with all supporting documentation and a request that the SCAC be added to the forms.

c. VA certifying and disbursing officers are not liable for overpayments of transportation charges that are due to the use of improper transportation rates or freight classifications, or for failure to deduct a proper amount under an agreement. VA certifying and disbursement officers are responsible for:

(1) Making administrative determinations that the transportation services for which payment is claimed were duly authorized, represent a legal obligation of the VA appropriation of fund; that the carrier's bill is complete and documented properly, and that all cost extensions and computations are accurate.

(2) Establishing procedures and controls to prevent duplicate payments. Duplicate payments must be recovered. An administrative review of payment procedures and controls shall be performed at least annually.

(3) Providing carriers with a notice of an apparent error, defect, or impropriety within 15 days of receipt of an invoice.

d. Carrier bills deemed proper for payment shall be paid upon presentation and before confirmation of satisfactory service, provided that:

(1) For freight transportation, the "Certificate of Carrier Billing" must be completed unless the carrier bill is exempted under FPMR 101-41.312; and

(2) For passenger transportation, the proper ticket, coupon, or equivalent document for the service is provided by the carrier in exchange for the U.S. Government Transportation Requests (GTR) .

(e) For determining interest penalties under the Prompt Payment Act, 31 U.S.C. 1801, the date payment is due shall be 30 days after receipt of a proper bill or claim. Payment of a proper bill or claim shall not be delayed until an interest penalty is imminent.