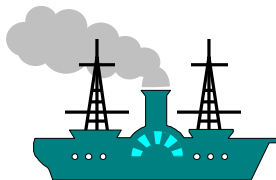
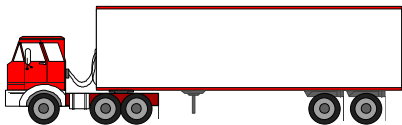
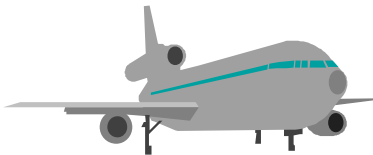


**DEFENSE FINANCE AND ACCOUNTING SERVICE
INDIANAPOLIS CENTER
DIRECTORATE FOR TRANSPORTATION PAYMENTS
INDIANAPOLIS, INDIANA 46249-0601**



**FREIGHT CARRIER
BILLING INSTRUCTIONS**



SUPERSEDES ALL PREVIOUS EDITIONS

EFFECTIVE April 1, 1998

FREIGHT CARRIER BILLING INSTRUCTIONS
April 1, 1998

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**FREIGHT
CARRIER BILLING INSTRUCTIONS
FOR THE
DEFENSE FINANCE AND ACCOUNTING SERVICE
INDIANAPOLIS CENTER**

SECTION 1.0

INTRODUCTION

1.1 BACKGROUND

The Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN) implemented the Defense Transportation Payment System (DTRS) in February 1994. DTRS allows Freight carriers to submit billings electronically via Electronic Data Interchange (EDI), or manually using the Public Voucher for Transportation charges, Standard Form 1113 (SF 1113).

1.2 DFAS INITIATIVES

In our effort to streamline transportation payments and reduce paper, we encourage carriers to participate in EDI invoicing. In addition to the obvious benefits of electronic invoicing, DFAS is offering incentives to carriers who submit electronic invoices such as "Fast Pay". Fast Pay permits early payment of EDI invoices using Electronic Funds Transfer (EFT), under certain conditions. It is explained in section 3.0 of this document.

DFAS installed the capability to make EFT payments in April 1997. This gives DFAS the capability to comply with the Debt Collection and Improvement Act of 1996, which requires new contracts (tenders) issued after July 1996 to be paid by EFT. Information on EFT can be found in section 5.0.

1.3 PURPOSE OF THIS DOCUMENT

This document describes the electronic and paper billing requirements. It is laid out in 5 sections, with 3 appendices. Section 2.0 defines general requirements that apply to both electronic and paper billings. Section 3.0 presents the steps required for becoming a DFAS EDI trading partner and details the electronic invoicing process. Section 4.0 identifies the specific requirements for submitting manual billings using the paper SF 1113 and Section 5.0 describes the Electronic Funds Transfer payment process and the steps required to enroll.

Appendix A, lists points of contact for various information. Appendix B lists service codes per mode of transportation that are to be shown on both the SF 1113 and in the EDI invoice transaction set.

Appendix C contains completed samples of SF 1113s, a rebuttal form, and an EFT payment enrollment form.

Inquiries pertaining to this document may be addressed to:

**Defense Finance and Accounting Service - Indianapolis
Center, Directorate for Transportation Payments,
ATTN: DFAS-IN/FT,
8899 East 56th Street,
Indianapolis, IN 46249-0601**

To ensure correspondence is directed to the proper organization, the correspondence should be annotated on the envelope, **"Freight Billing Instructions Inquiry."**

SECTION 2.0

GENERAL BILLING REQUIREMENTS and PROCESSES

2.1 INTRODUCTION

This section describes billing requirements and processes that apply to both electronic invoices and manual invoices (SF 1113).

2.2 REGULATORY REQUIREMENTS

To ensure that payments and adjustments are made in accordance with all provisions of law in the most timely manner permitted, DFAS-IN will continue to maintain the following controls:

- Compliance with the Prompt Payment Act (OMB Circular A-125, December 12 1989/Federal Acquisition Circular 84-85, March 31, 1989).
- Assurance that all services for which payment is claimed are duly authorized, and the invoice is free from improprieties.
- Compliance with OMB, Treasury, and DoD Cash Management policies and practices as outlined in various circulars, regulations, and messages.

2.3 STANDARD CARRIER ALPHA CODE (SCAC)

To bill DFAS for transportation services, carriers must obtain a SCAC from the National Motor Freight Traffic Association. See Appendix A for the appropriate point of contact. The SCAC is critical to matching the shipping data with the invoice and must be provided on all invoices submitted electronically or manually for payment.

2.4 PAYEE CODE(S)

A payee code is a four character numeric code used by DFAS to reference a mailing address for payments. The referenced address may be a financial institution.

Payee codes are required on all invoices. Invoices submitted without a payee code may be returned without action.

Carriers who submit both manual and electronic invoices can use the same payee code on both (See note below). All invoices containing the same payee code will be consolidated daily into

one payment. A single check or Electronic Funds Transfer payment will be issued to the address referenced by the payee code.

2.4.1 How to Obtain a Payee Code

New carriers, carriers wishing an additional payee code, or carriers wishing to change the address information where their checks or EFT payments are being sent, must request it via letter (company letterhead) or by submitting a completed EFT enrollment form (Appendix C). Mail to the appropriate DFAS-IN address located in Appendix A. When requesting payee codes via letter, be sure to include the following information:

- a. Carrier Name.
- b. Standard Carrier Alpha Code (SCAC).
- c. Specific payment mailing address the payee code is to reference, to include account numbers, if applicable.

2.5 CERTIFICATE OF WAIVER

When a carrier who is not the delivering carrier submits a bill, Title 41, Code of Federal Regulations (CFR), requires that a waiver accomplished by the delivering carrier in favor of the billing carrier be submitted with the bill. This waiver should accompany all manually submitted SF 1113s.

When billing electronically, the submission of a paper waiver is not practical. The billing carrier must provide a waiver indicator (See Implementation Convention) in the invoice transaction set and by so doing, agrees to produce upon demand, a paper waiver from the delivering carrier.

2.6 CREDITS

Under DTRS, carriers may not mix charges and credits on the same invoice. Any amounts owed to the government should be forwarded by check with supporting documentation, and should not be shown as a credit on an SF 1113 against other charges.

2.7 PROCESSING INVOICES FOR PAYMENT

Carriers submitting invoices to DFAS for any DoD shipment, including Guaranteed Traffic shipments, must itemize their charges for each Government Bill of Lading. Charges are identified using the three character accessorial service codes located in Appendix B of this document.

Services invoiced by the carrier that are authorized by the transportation officer, substantiated by way of pre-audit and/or approved by DFAS, are paid as billed. DFAS will disallow charges

that are insupportable or unauthorized, or pay a lesser amount than billed if only partially authorized as a result of pre-payment audit. In either case, the invoice will be adjusted accordingly.

a. In cases where the invoiced amount differs from the authorized amount, DFAS-IN will pay the lesser of the two amounts for services rendered.

b. In all cases where the invoice has been adjusted, carriers will receive a remittance advice showing the invoice, GBL number, and service that was adjusted.

1) The remittance advice is available via electronic data interchange, directly from DFAS-IN, in the form of the ANSI X12 820 transaction set.

2) In cases where the bill has been pre-audited by a government agency or private auditor under contract to the government, the carrier may receive a statement of difference or statement of adjustment. See Section 2.9

2.8 GUARANTEED TRAFFIC (GT) BILLINGS

Prior to this update, the Defense Transportation Payment System (DTRS) paid carrier invoices for GT shipments by auditing the estimated amount from the Government Bill of Lading (Block 28) against the carrier's invoiced amount for **Linehaul service**. DTRS has been modified to accept invoices for GT shipments with the billed services itemized. In essence, invoices for GT shipments should now look like invoices for voluntary tender shipments, and have each service identified with a separate charge. See Appendix B, Guaranteed Traffic Service Codes, All Modes.

Guaranteed Traffic Invoices will be audited against the MTMC costed amount for individual itemized services when possible, or the services on the invoice will be summed up and audited against the estimated amount on the GBL.

Carriers who dispute the estimated amount on the GBL should resolve the problem with the issuing transportation officer. A GBL correction notice must be issued to change the estimate if applicable.

If the carrier and the transportation office cannot resolve the discrepancy and no correction notice is issued, the carrier can submit the bill manually to DFAS. The disputed GBL is to be billed singularly, attached to a SF 1113, with supporting documentation. A narrative shall be attached explaining the estimate is in dispute and a correction notice could not be obtained. DFAS will forward the bill for pre-audit.

2.9 REBUTTALS

When a service is billed but not authorized on the GBL, or not authorized for the amount billed, DFAS-IN will adjust the invoice accordingly.

Carriers whose invoices have been adjusted may file a claim (rebuttal) for the amount reduced or disallowed. Claims should be sent to DFAS-IN in the following cases:

- 1) When the carrier feels the tender that was used for costing the shipment was incorrect.
- 2) When the carrier does not agree with the interpretation of a rule.
- 3) When the carrier feels an error was made on the Government Bill of Lading. Prior to sending a rebuttal voucher to DFAS in this case, the carrier should resolve the error with the transportation office that issued the GBL and obtain a GBL correction notice. The correction notice should be attached to the rebuttal voucher.

Rebuttal vouchers that are not supported with GBL correction notices or cite circumstances described in 1 & 2 above, may be denied by DFAS. Carriers can submit these rebuttal vouchers to the General Services Administration for resolution. (See appendix A)

2.9.1 Steps to Rebut an Invoice Adjustment

a. Prepare a SF 1113, Public Voucher for Transportation Services. Prepare a separate rebuttal voucher for each GBL in dispute. The voucher should be completed in its entirety, with an original signature, SCAC, payee code, etc., using the same carrier bill number as used on the original EDI invoice. (Do not use an alpha suffix on the carrier bill number. This SF 1113 is not considered a supplemental billing) See Section 4.0 for instructions for preparing a manual voucher. See appendix C, (page C- 2, Fig 1) for an example of a rebuttal voucher.

On the face of the SF 1113, show the GBL number, the service(s) that was/were adjusted, the respective dollar amounts claimed, and the words "REBUTTAL". Only services that were originally adjusted can be shown on the rebuttal voucher. Additionally, the dollar amounts claimed cannot exceed the amount of adjustment made to the original EDI invoice for each service. Use the accessorial service codes from appendix B.

b. Attach supporting documentation. At a minimum, the rebuttal voucher must be supported with a copy of the GBL

including all continuation sheets, a copy of the SOA, and a copy of the remittance advice.

If the original bill was submitted manually, via SF 1113, also attach a copy of the original SF 1113.

Supporting documentation such as a GBL correction notice and a narrative explanation should also be attached to help support the claim.

c. Rebuttal Form Fill out the top portion of the rebuttal form, (See Appendix C, Page C-5, Fig 4, & C-6). You will have to make copies of this form. Put the Rebuttal Form on top of the entire package. This is important to insure proper mail room routing. Mail the package to the address located in Appendix A.

d. Receive reply. Rebuttals will be adjudicated within 30 days of receipt. Carriers will receive written notification of the decision, and/or payment.

e. Appeal Process. Carriers whose rebuttals have been denied, may appeal the decision to the General Services Administration (GSA). See Appendix A for address.

SECTION 3.0

ELECTRONIC DATA INTERCHANGE (EDI) BILLING REQUIREMENTS

3.1 INTRODUCTION

Carriers electing to do business with DFAS-IN electronically must be approved by the Military Traffic Management Command and DFAS-IN prior to submitting electronic invoices for payment. Carriers submitting electronic invoices are required to use EDI Standard X12 developed by The American National Standards Institute's (ANSI) Accredited Standards Committee (ASC). More information concerning X12 standards can be obtained from the Data Interchange Standards Association (DISA) listed in Appendix A.

Prior to conducting business electronically with DFAS-IN, all carriers must fully understand and comply with the EDI billing requirements.

Information in this section is broken out in the following categories:

- Fast Pay
- Communications.
- ANSI X12 Standards and EDI Implementation Conventions.
- Obtaining approval for EDI Invoicing.
- How to submit electronic invoices.
- How to request the 820 remittance.
- Suspension of EDI operations.

3.2 RECEIVING ACCELERATED PAYMENTS, "FAST PAY"

The Treasury Department has granted the Department of Defense a waiver from provisions of the Prompt Payment Act. DoD may accelerate payments of invoices under \$2,500 to vendors participating in electronic commerce.

DFAS will offer an accelerated payment schedule, or "Fast Pay", to freight carriers who participate in both EDI invoicing and receive payments via Electronic Funds Transfer (EFT). See Section 5.0

Payments to carriers will be made within ten days of receipt of the EDI invoice if the following conditions are met:

1) The EDI invoice is proper, and in compliance with all requirements outlined in this document, and the DoD Convention.

2) The GBL referenced in the invoice transaction set was electronically transmitted to DFAS-IN from the origin shipping activity through MTMC's Conus Freight Management System (CFM).

3) CFM, through its automated processing of EDI GBLs, determined the amount payable for the GBL and provided that information to DFAS.

To take advantage of fast pay, carriers must meet all requirements defined in this section for EDI invoicing, and in Section 5.0, which defines EFT requirements.

3.3 COMMUNICATIONS

DFAS uses a commercial EDI Value Added Network (VAN), that sends and receives DoD EDI shipping and billing documents. The carrier must comply with the following communication requirements.

3.3.1 Communications with the DFAS Van

The carrier is responsible for moving transmissions between its computer and DFAS-IN's VAN mailbox. A carrier may choose a commercial VAN.

3.3.2 EDI Communication Costs.

The carrier is responsible for all charges generated on its VAN including mailbox, transmission, and interconnect charges. DFAS-IN pays for all charges generated on its VAN.

3.4 ANSI X12 STANDARDS AND EDI IMPLEMENTATION CONVENTIONS

Currently, six EDI documents or transaction sets are used by DFAS-IN during the EDI invoicing and payment process. Four of those documents are different types of electronic invoices that are available for use by freight carriers. One document is used by DFAS-IN to acknowledge receipt of the invoice transactions. The last transaction set is transmitted to the carrier as remittance information. Those documents and specifications for their use are described below.

3.4.1 The Applicable Invoice Transaction Set.

Freight carriers may use the Generic Freight Invoice, ASC X12 Transaction Set 859, or one of the specific mode ASC X12 Invoice Transaction Sets 110, 210, 410, as appropriate.

- **ANSI X12 110 Transaction Set**, Air Freight Details and Invoice. The X12 110 is an air freight invoice. It may be used by air freight carriers to submit air freight invoices to DFAS-IN.
- **ANSI X12 210 Transaction Set**, Motor Carrier Freight Details and Invoice. This transaction set may be used by motor freight carriers to submit invoices to DFAS-IN.
- **ANSI X12 410 Transaction Set**, Rail Carrier Freight Details and Invoice. The 410 transaction set is mode specific for rail carriers and is used to transmit rail freight billings to DFAS-IN. Currently, the 410 cannot accommodate four data requirements. These are discount days, discount percent, waiver indicator, and damage indicator. If a carrier has need to use any of these four data requirements on an invoice, the electronic invoice submitted must be the ANSI X12 859 Transaction Set.
- **ANSI X12 859 Transaction Set**, Generic Freight Invoice. All freight carriers, regardless of mode specification, may use the 859 transaction set to transmit invoice information to DFAS-IN.

3.4.2 The EDI Implementation Convention.

DFAS and the General Services Administration (GSA), in coordination with the DoD Transportation Community, has prepared implementation conventions for each invoice transaction set described above. These documents provide specific information on how to use each X12 standard and must be followed by the carrier. Copies may be obtained by contacting the point of contact listed in Appendix A.

3.4.3 The **ANSI X12 997 Transaction Set** Functional Acknowledgment

Freight Carriers must be able to receive and interpret the ANSI X12 997 Transaction Set, Functional Acknowledgment. DFAS-IN uses the ANSI X12 997 Transaction Set to notify the carrier that an EDI transmission has been received. It further indicates whether the transmitted file passed or failed DTRS translator edits. No paper notification of syntax errors will be provided.

Receipt of a 997 indicating no translation errors were detected does not infer DFAS-IN's approval of invoices for payment. Validity, in this context, refers only to the transmitted transaction set's compliance with X12 standard syntax

requirements, not to the semantic meaning or accuracy of the data.

DFAS-IN returns functional acknowledgments within one business day of receipt of transmissions containing invoice transaction sets. A carrier must correct and re-transmit transactions when they have received a 997 indicating errors before the invoices will be considered received by DFAS-IN. It is the carrier's responsibility to account for invoice transactions that are not acknowledged by DFAS-IN.

Once DFAS-IN receives an invoice and returns a 997 functional acknowledgment indicating acceptance, DFAS-IN will electronically edit and match the invoice to the corresponding shipment record.

3.4.4 The ANSI X12 820 Transaction Set Payment Order/Remittance Advice

This 820 is remittance information only, and contains detailed information regarding payment of the carrier invoice. Included are interest penalties, GSA deductions, and audit adjustments at the service code level. Freight carriers may receive the 820 via EDI regardless whether invoices have been submitted EDI or manually. Contact the POC listed in Appendix A.

3.4.5 Updating Implementation Conventions and Standards Migration

DFAS-IN will determine if updates to existing standards are applicable to its EDI transportation payment program. If it is necessary for DFAS-IN to upgrade to a new version or release of a standard, all commercial EDI trading partners will be notified when the new standards will be effective.

Depending on the complexity of the change, DFAS-IN may wish to re-test with trading partners. DFAS-IN will notify carriers by letter if it is determined re-testing is necessary.

Note: Publication of a new DoD or Federal Implementation Convention (IC) does not serve as notification to the carrier industry to implement a new IC. DFAS will notify carriers by letter with specific guidelines for implementing new conventions when it is required.

3.5 OBTAINING APPROVAL FOR EDI INVOICING

There are four key steps that must be followed by a carrier to obtain approval from DFAS-IN to bill electronically. To obtain approval, proceed as follows:

3.5.1 The Trading Partner Agreement (TPA)

MTMC must approve a carrier for participation in the EDI DoD Freight Program prior to the carrier's submission of electronic invoices to DFAS-IN for payment. Certification of this approval is documented through an EDI Trading Partner Agreement (TPA) and addendum.

The TPA references the terms and conditions that carriers must meet to conduct EDI business with DoD. The addendum identifies administrative information that must be exchanged with DFAS-IN to participate in the EDI invoicing program.

Carriers may obtain a blank TPA from the MTMC EDI administrator identified in Appendix A. The TPA and addendum should be filled out completely, signed, and returned to MTMC.

Once MTMC has received the TPA and identified the carrier as being in good standing with DoD, the EDI administrator will execute the TPA, sign and date the TPA and addendum, and return copies of both to the carrier.

When the carrier receives the approved TPA package from MTMC, the carrier should forward a copy of the signature page of the TPA and the entire signed addendum to DFAS-IN. (*DFAS-IN mailing address is located in Appendix A.*)

3.5.2 Test the EDI Process.

EDI testing is a necessary part of the EDI approval process. It ensures that the carrier can send and receive the required data electronically. Before DFAS-IN certifies the carrier for submission of EDI invoices, the carrier must show they can successfully transmit a small number of invoices, (less than 10) to DFAS-IN for analysis. DFAS will process the test file through the translator and review the transaction sets for compliance to the DoD convention and billing instructions.

Testing can begin prior to MTMC completing the TPA process. Pending a completed TPA, carriers and DFAS must exchange some administrative information normally included on the TPA addendum:

- The name and telephone numbers of functional and technical points of contact.
- A point of contact at each trading partner's VAN.
- The code selected to serve as the interchange (test mailbox ID) identification number (ISA08) and qualifier (ISA07).

- A functional identification code that identifies the sender and receiver. (GS02 Application sender's code/GS03 Application Receiver's Code.)
- The data element delimiter that will be used.

Once administrative information has been exchanged, carriers may begin submitting test transmissions to DFAS-IN's test mailbox. Upon receipt, DFAS-IN will analyze the invoice transaction sets, and notify the carrier's point of contact of the errors found. Invoices will be analyzed for both Syntax and Data errors.

a. Syntax errors are detected by DFAS-IN's EDI translator. The translator checks transactions, data segments, and data elements for compliance with ANSI X12 structure and rules. For example, a transaction set must have a valid header and trailer and be properly identified; data segments must be in the proper sequence and must be present if mandatory; data elements must be proper length, and codes must be approved ANSI codes.

Additionally, the translator performs code compliance checking for DoD approved codes to describe accessorial services. In this case, the list of approved ANSI codes is a subset of ANSI codes contained in the standard. (DE 150, L108) Only the codes listed in Appendix B, of this document, are acceptable.

Following syntax compliance checking, DFAS-IN's EDI translator will automatically return an X12 997, Functional Acknowledgment, to identify translator errors and confirm receipt of the invoices. See discussions about the 997 in Section 3.4.3

b. Data errors are identified by DFAS-IN's payment application system. Data requirements are identified in the Implementation Convention (IC) and this document. See Appendix A

The carrier will continue to submit test transmissions for review, and make necessary changes, until successful transmissions of invoice data covering multiple types of shipments have been reviewed by DFAS and found to be error free.

NOTE: Throughout the EDI testing period, the carrier is required to continue paper submissions of invoices for payment in compliance with section 3.0. DFAS-IN will not pay electronic invoices until the carrier is certified to submit electronic invoices.

3.5.3 Carrier Certification

When the carrier has satisfied the testing requirements of the qualification process and provided DFAS-IN with the TPA and Addendum package, DFAS-IN will provide the carrier with an EDI certification package that will include:

- Certificate authorizing the carrier to invoice DFAS-IN electronically using a specific transaction set and version. (A copy of the EDI Certificate will be forwarded to MTMC's EDI Administrator.)
- A roster of EDI capable shipping activities identified by the Government Bill of Lading Office Code, (GBLOC).

Note: The GBLOC is located in block 33b of the Freight Government Bill of Lading, SF-1103, and must be transmitted in the invoice transaction set.

- DFAS-IN production mailbox ID.
- Payee Code and address verification

3.6 HOW TO SUBMIT EDI INVOICES

Some shipments types moved by freight carriers are currently excluded for EDI billing:

- a. Direct Procurement Method (DPM) Shipments
- b. Privately Owned Vehicle (POV) Shipments
- c. Foreign Military Sales (FMS) Shipments

Note: FMS shipments cannot be billed electronically IF they are moved against commercial tariff rates. An FMS shipment moved under an approved DoD tender, on file with the Military Traffic Management Command, can be invoiced electronically.

Further, not all modes are available for EDI billing at this time. As MTMC completes the standard rules governing submission of tenders for other modes, EDI capability will be expanded. DFAS will provide updates to carriers as EDI capability expands to include additional transportation modes.

The following requirements must be complied with by carriers when submitting EDI invoices.

3.6.1 Submit the Appropriate EDI Invoice

Electronically submit freight invoices using the ANSI X12 110, 210, 410, or 859 transaction set. (SEE 3.3.1) Invoices are forwarded by your VAN to DFAS-IN's VAN.

Bill one electronic invoice for each Government Bill of Lading (GBL).

Note: When a carrier submits a bill electronically, submission of that bill constitutes certification of delivery.

3.6.2 Approved EDI shipping Locations.

The EDI shipping activities identified on the roster included in the EDI certification package (3.5.3) are the only EDI shipping locations capable of supporting a carrier's EDI invoice. Carriers should only submit EDI invoices for shipments originating from one of the GBLOCs on the roster. DFAS-IN will update the roster as new shipping activities are approved and a new roster will be distributed to all EDI Certified carriers.

DFAS will return any invoices submitted electronically for shipments originating from transportation offices/shipping activities not on the roster.

3.6.3 EDI Invoice Data Requirements.

In order to process and pay invoices, DFAS-IN must receive valid data electronically. Carriers must comply with DFAS data requirements. Specific codes for billing accessorial service charges are identified in Appendix B and must be used on the EDI invoice. Other data requirements and edit criteria are defined in the implementation convention. Copies of these documents can be obtained by contacting the appropriate office listed in Appendix A.

3.6.4 EDI Invoice Receipt Date

DFAS-IN retrieves the electronic invoice from its EDI mailbox. Electronically received invoices are given an automated date stamp when DFAS-IN retrieves and processes invoices from its EDI mailbox each business day. That date stamp begins the prompt payment period. The period associated with discount terms, acceptable to DFAS-IN, begins on the same date that the prompt payment period begins.

3.6.5 EDI Invoice Supporting Documentation

Currently, carriers are required to send in a Signature Tally Record (DD Form 1907) as supporting documentation for some accessorial services, such as Signature Security Service or Protective Security Service. When billing EDI, carriers should be prepared to submit supporting documentation if requested.

3.6.6 EDI Invoice Rejection.

Electronic invoices can be rejected just as paper invoices are rejected and not processed for payment. Rejection notification is accomplished by mail, generally within 7 days of receipt. Criteria for invoice rejection are as follows:

- Syntax error detected by DFAS translator, SEE 3.4.3
- The GBL number and GBLOC cited in the invoice cannot be verified.
- A duplicate invoice has been submitted by the carrier.
- The shipment described on the invoice cannot be confirmed as authorized.
- The invoice does not contain the data needed to process the payment. See the DoD EDI Convention for detailed information about the data requirements of an electronic invoice and Appendix B of these instructions for information on service charges.
- The carrier has submitted an invoice prior to delivery.
- A carrier other than the delivering carrier bills DFAS-IN, and there is no waiver indicator in the EDI invoice as described in Section 2.7 of this document.
- The carrier has submitted the EDI invoice to an incorrect payment center.

3.6.7 Requests for Manual Billing in Lieu of an EDI Invoice

In a small percentage of cases, a carrier's EDI invoice may not be processed at DFAS. If the GBL number is not a Freight GBL number, or no service codes are present, or the carrier pickup date is missing. The carrier will receive written notification from DFAS to submit the invoice manually, (SF 1113) supported with the paper GBL and all continuation sheets. See Section 4.0

The payment of possible interest charges by this office that may be due against the 30-day prompt payment cycle as a result of this action will be made to the carrier providing both of the following conditions are met:

1. The manual invoice is proper, compliant with these instructions, and received at DFAS within 15 calendar days of the date of the notification letter.

2. It is determined the original EDI invoice was not in error.

3.6.8 Request for Information.

In lieu of invoice rejection for missing or invalid data requirements (identified above), a carrier may receive from DFAS-IN a request for additional information. The request may be made by letter or by telephone. If the requested information is supplied to DFAS-IN in sufficient time to allow DFAS-IN to process payment prior to the end of the prompt payment period, invoice rejection may be avoided.

3.7 SUSPENSION OF EDI OPERATIONS

EDI operations may be suspended by either party upon 30 days written notice. DFAS-IN retains the right to suspend EDI operations within 30 days if the carrier fails to adhere to cited requirements or if, notified of cited shortcomings, fails to correct the deficiencies, or has a history of erroneous bills. Suspension of EDI operations has no affect on invoices accepted prior to the effective date of suspension.

SECTION 4.0

NON-AUTOMATED BILLING REQUIREMENTS

4.1 INTRODUCTION

On February 1, 1995, DFAS began processing manual freight billings through the Defense Transportation Payment System (DTRS). At that time, new procedures became effective for preparing the SF 1113, Public Voucher for Transportation Charges.

4.2 PREPARING THE SF 1113, PUBLIC VOUCHER FOR TRANSPORTATION CHARGES

Carriers must fill out the SF 1113, in its entirety. The voucher must contain GBL number(s), complete address information, payee code, carrier bill number, carrier SCAC, payee name and original signature. Each service charge must be properly annotated on the SF 1113, using the accessorial service code(s) from the list in appendix B. See sample in appendix C, (page C-3, Fig 2).

SF 1113s may include as many GBLs with applicable service codes as space will permit according to CFR title 41. However, to ease processing at DFAS-IN, we request you limit the number of GBLs attached to a single voucher to no more than three. This reduces the likelihood of payment delays due to a problem with a single GBL.

4.2.1 SF 1113 with Multiple GBLs Attached.

Freight GBLs of different transportation modes must not be mixed on the same Invoice (SF 1113), i.e., a motor shipment cannot be mixed with an air freight shipment. Additionally, Guaranteed traffic GBLs cannot be mixed with non-guaranteed traffic GBLs, GBLs that are in amounts of \$5,000 and over cannot be mixed with GBLs under \$5,000.

SF 1113s must be submitted with a single GBL in the case of supplementals, rebuttals, certificates in lieu, and GT billings where the estimated charge is in dispute. This also applies if the carrier bill was rejected and you are resubmitting. See GT section 2.8, and Rebuttals 2.9.

4.2.2 Supplemental Invoices.

When a supplemental bill is submitted for payment, it must state "**SUPPLEMENTAL**" and be accompanied by a copy of the original SF 1113. The supplemental SF 1113 must bear the same number that appears in the "Carriers Bill Number" block of the original SF 1113; however, an alphabetical suffix must be included. An

alphabetical sequence of suffixes will be used for any additional supplemental bills, i.e., the first supplemental will have an alpha suffix of "A" the second "B" and so on.

4.2.3 GBLs over \$5,000.

Individual GBLs for which the total charge for services rendered is \$5,000 or more will be submitted on a Public Voucher for Transportation Charges (SF 1113) separate from other GBLs for which the charges are less than \$5,000. Several GBLs, (preferably no more than three) each having charges of \$5,000 or more, may be presented on the same voucher. Supplementals submitted for payment on over \$5,000 original billings must state "**SUPPLEMENTAL OVER \$5,000**" and be accompanied by a copy of the original SF 1113.

4.2.4 Guaranteed Traffic (GT) Billings, (*Manual Invoicing, SF 1113*).

The front of the voucher (SF 1113) must contain the stamped words "**GUARANTEED TRAFFIC**" with letters not less than 1/2 inch in height. GT vouchers not complying with this rule may be returned to the carrier as an "improper invoice."

4.2.5 Certificates in Lieu

Any GBL other than the **original** must have both a carrier and a Transportation Officer's certification (CIL).

4.3 SUPPORTING DOCUMENTATION

4.3.1 Documentation Policy

The Defense Transportation Payment System was designed to operate within an electronic filing (EDI) environment. Receipt and processing of hard-copy (paper) documentation is cumbersome and increases not only the time required to process payments but the cost of operations as well. In an effort to streamline processing and reduce time and costs, the Director of Transportation Payments has determined that submission of a properly certified SF 1113 will be accepted as an affirmation of services billed and submission of required documentation to substantiate payment may be reduced.

4.3.2 Record Retention

Carriers must adhere to regulatory record retention requirements necessary to support the statutory limitations specified in 31 U.S.C. 3726, subject to submission upon demand.

4.3.3 Required Documentation

The following documents (one copy only) will be submitted if applicable to the execution of services provided by the carrier. Other documents not listed **must** be retained by the carrier as outlined above.

SF 1113 - Public Voucher for Transportation Services

SF 1103 - Government Bill of Lading (Original)

-or-

SF 1105 - Government Freight Waybill (certified by carrier)

-or-

SF 1103 - Government Bill of Lading (memo copy certified by TO)

SF 1109 - Government Bill of Lading Continuation Sheet

SF 1200 - Government Bill of Lading Correction Notice

DD 1907 - Signature and Tally Record

GSA 7931-1 - Certificate of Settlement

Reconsignment or Rediversion Endorsement

Certificate of Waiver

DFAS 21-43 - Request for Information

Rebuttal Cover Sheet

SECTION 5.0

ELECTRONIC FUNDS TRANSFER (EFT)

5.1 INTRODUCTION

Section 3332 of Title 31, United States Code, as amended by Public Law 104-134 (Debt Collection Improvement Act of 1996) requires certain contract payments be made by Electronic Funds Transfer (EFT). This applies to payments made to commercial carriers against tenders submitted on or after July 26, 1996. The act further requires that all federal payments after January 1, 1999 be made by EFT. DFAS is planning to have EFT capability in place for carriers during the first quarter of 1997.

Our EFT program provides your bank with payment information which identifies the reason for the payment such as the invoice number. This information is contained in an "electronic check stub" called an Addenda Record. DFAS originates and sends both the payment and the addenda record to you through your financial institution.

DFAS uses two ACH formats to transmit EFT with addenda records: **Cash Concentration or Disbursement Plus (CCD+)** and the **Corporate Trade Exchange (CTX)**. CCD+ uses a single payment with a single addenda record, providing one payment to one invoice relationship. The CCD+ addenda contains the invoice number, the amount paid, and the date of the payment. Your bank has an arrangement with you to supply the addenda record information the way you want, i.e., by fax, by phone call, or by electronic reporting mechanism, freeing DFAS from sending follow up paperwork or vouchers.

The CTX format uses a single payment with multiple addenda records, providing consolidated payment information for you. CTX uses standard EDI methods to increase the amount of information for you; in addition to the invoice number and amount, details such as amount, interest payments, or miscellaneous adjustments are also accessible. The CTX payment format is available if you bank is capable of forwarding this expanded information to you.

5.2 HOW VENDOR EFT WORKS

1. Department of Defense procures goods/services from a Vendor.
2. Vendor provides goods/services to the DoD and submits a bill requesting payment.

3. DFAS transmits the payment and addenda information to the Federal Reserve/ACH network.

4. Federal Reserve passes the payment and addenda to the vendor's financial institution.

5. The financial institution credits the payment to the vendor's account on payment due date, notifies the vendor of the transaction, and provides the addenda information to the vendor as previously agreed.

6. The vendor posts its accounts receivable from the payment and addenda information received from the financial institution.

7. DFAS will continue to send the paper remittance advice to the address referenced by the payee code.

5.3 GETTING STARTED

Carriers should designate a primary POC within their company to handle EFT issues. DFAS-IN POC is listed in appendix A.

With the appropriate representative from your bank or financial institution, discuss and complete the EFT enrollment Form, (Appendix C.)

Send the original enrollment form (must contain original signatures) to the DFAS-IN POC listed in appendix A.

DFAS will notify you when to expect your first EFT payment.

APPENDIX A

REFERENCES AND POINTS OF CONTACT

- To request information about *Trading Partner Agreement (TPA)*, the point of contact is:

Headquarters, Military Traffic Management Command (MTMC)
ATTN: MTOP-QQ
5611 Columbia Pike
Falls Church, VA 22041-5050
Telephone 703-681-6393
<http://www.mtmc.army.mil> = (MTMC Home Page)

- To request information about Electronic Data Interchange related issues:

Electronic Data Interchange Invoice Testing/Implementation

DoD Electronic Data Interchange (EDI) Convention - X12
Transaction Set 110, Air Freight Invoice,

DoD Electronic Data Interchange (EDI) Convention - X12
Transaction Set 210, Motor Freight Invoice,

DoD Electronic Data Interchange (EDI) Convention - X12
Transaction Set 410, Rail Freight Invoice,

DoD Electronic Data Interchange (EDI) Convention - X12
Transaction Set 859, Generic Freight Invoice,

DoD Electronic Data Interchange (EDI) Convention - X12
Transaction Set 820, Payment Order/Remittance Advice

The point of contact is:

Defense Finance and Accounting Service - Indianapolis
Center
Transportation Support Office,
ATTN: DFAS-IN-XFT
8899 East 56th Street,
Indianapolis, IN 46249
Freight; 1-317-510-2881/7804
Personal Property 1-317-510-2478/7619
EDI Remittance 1-317-510-2881

- For **billing inquiries**, the point of contact is:

**Defense Finance and Accounting Service - Indianapolis
Center, Directorate for Transportation Payments,
ATTN: DFAS-IN-FT, Mail Stop #5,
8899 East 56th Street,
Indianapolis, IN 46249
Telephone 1-888-GBLSPAY (1-888-425-7729)**

- To request information about **DoD Electronic Data Interchange (EDI) Convention - X12 Transaction Set 602, Electronic Tenders**, the point of contact is:

**Headquarters, Military Traffic Management Command (MTMC)
ATTN: MTOP-CT
5611 Columbia Pike
Falls Church, VA 22041-5050
Voluntary and Negotiated Tenders: Telephone 703-681-9397
Guaranteed Traffic Tenders: Telephone 703-681-9398
<http://www.mtmc.army.mil> = (MTMC Home Page)**

- To request copies of the Military Traffic Management Command Freight Traffic Rules Publications, the point of contact is:

**Headquarters, Military Traffic Management Command (MTMC)
ATTN: MTOP-TSR
5611 Columbia Pike
Falls Church, VA 22041-5050
Telephone 703-681-6094
<http://www.mtmc.army.mil> = (MTMC Home Page)**

- To request information about obtaining a "**Standard Carrier Alpha Code**," (SCAC), the point of contact is:

**National Motor Freight Traffic Association, Inc.
2200 Mill Road
Alexandria, VA 22314
Commercial Telephone: 1-703-838-1832**

- For **general or technical questions/information related to EDI standards**, the point of contact is:

**Data Interchange Standards Association (DISA)
ANSI X12 Secretariat
Data Interchange Standard Association, Inc.
1800 Diagonal Road - Suite 355
Alexandria, VA 22314-2852
Telephone: 1-703-548-7005**

FAX: 1-703-548-5738
<http://www-edi.itsi.disa.mil>

- To request information about **obtaining payee codes**, the point of contact is:

Defense Finance and Accounting Service - Indianapolis Center, Directorate for Transportation Payments, ATTN: DFAS-IN-FT, Mail Stop #5, 8899 East 56th Street, Indianapolis, IN 46249 Telephone 1-317-510-2470

- To request information about enrolling in **electronic funds transfer (EFT)** the point of contact is:

Defense Finance and Accounting Service - Indianapolis Center, Directorate for Transportation Payments, ATTN: DFAS-IN/FTD, Col 240E 8899 East 56th Street, Indianapolis, IN 46249 Telephone 1-888-GBLSPAY (1-888-425-7729) SELECT DISBURSING OPTION

- The address at DFAS where rebuttal vouchers are to be mailed is:

Defense Finance and Accounting Service - Indianapolis Center, Directorate for Transportation Payments, ATTN: DFAS-IN-FTH (Rebuttal), 8899 E. 56th Street, Indianapolis, IN 46249

- The address at the General Services Administration where rebuttal vouchers are to be mailed is:

**General Services Administration
FWCA, Room G331
18th and F Streets, NW.
Washington, DC 20405
Telephone: 202-501-3978**

- To reach the Directorate for Transportation Payments, call:
1-888-GBLSPAY (1-888-425-7729)

APPENDIX B

BILLING INSTRUCTION FOR FREIGHT SERVICE CHARGES

1. Carriers must identify each service charge properly when submitting invoices to DFAS for payment. Invoices submitted via electronic data interchange, (EDI) or manually using the Public Voucher for Transportation charges (Standard Form SF 1113) must identify each service using the assigned codes from this appendix and the respective charge. This includes linehaul service, accessorial services, and surcharges.

2. In a case where the carrier has performed an authorized service that is not defined by a code from this appendix, the charge should be billed using the code "TPS" (Third Party/Miscellaneous Service). **Invoices using the "TPS" code must be submitted manually, via SF1113, and be properly supported.** Further, when the TPS code is used, a description of the service performed is required. Use a separate TPS code for each unique service. See section 4.0, and appendix C, Fig 2.

***Note:** The service codes and rules depicted in this appendix reflect the latest revisions of the MTMC Freight Traffic Rules governing submission of tenders, and the ASC X12 Invoice Conventions adopted for use by the Department of Defense. Future revisions of the freight traffic rules and/or the invoice conventions will be incorporated into this appendix as applicable. Updated appendices will be redistributed to the carrier in synchronization with system changes to DTRS. However, the timing of the update may not be in synchronization with the publication of new rules publications, or invoice conventions. Carriers should continue to bill DFAS using only the codes and rules as defined in this appendix pending notification of changes from DFAS.*

The following sections identify service codes for each mode of transportation, in addition to a section for billing guaranteed traffic services.

**MOTOR SHIPMENTS SERVICE CHARGES
(MTMC Freight Traffic Rules Pub 1a)**

1. *Linehaul Transportation*

LHS - Linehaul Transportation Services

2. *Third-Party or Special Service*

TPS - Third Party Service/Miscellaneous Service

Note: *Any authorized service performed by a third party and/or any authorized charge incurred by the carrier at the Government's request, that is not covered by one of the designated service code(s) used in this Appendix, will be billed as "TPS"* -Third Party Service/ Miscellaneous Service. All TPS charges must be billed manually, using the SF 1113. Use a separate "TPS" charge for each unique service. A description of the service performed is required anytime the TPS code is used.*

3. *Surcharge*

405 - Fuel Surcharge

4. *Item 30 - Constant Surveillance Service.*

CIS - Constant Surveillance Service

5. *Item 35 - Dual Driver Protective Service*

DDP - Dual Driver Protective Service

DDN - Dual Driver Protective Service with National Agency Check

6. *Item 38 - Motor Surveillance Service*

MVS - Motor Surveillance Service (8 hour calls)

MNS - Motor surveillance Service (12 hour calls)

7. *Item 40 - Protective Security Service*

PSS - Protective Security Service

8. *Item 41 - Security Escort Vehicle Service*

SEV - Security Escort Vehicle Service

9. *Item 45 - Signature and Tally Record Service*
675 - Signature and Tally Record Service
10. *Item 47 - Satellite Motor Surveillance Service*
SNS - Satellite Motor Surveillance Service
11. *Item 55 - Advancing Charges*
045 - Advancing Charges
12. *Item 66 - Automobiles/Vehicles in Truckaway*
VTS - Vehicles in Truckaway Service
13. *Item 73 - Chains and Binders*
CHN - Chains and Binders
14. *Item 85 - Detention: Vehicles With Power Units*
DEP - Detention: Vehicles With Power Units

Note: *At present, charges for this service are to be billed to the local shipping office.*
15. *Item 90 - Detention: Vehicles Without Power Units*
DET - Detention: Vehicles Without Power Units

Note: *At present, charges for this service are to be billed to the local shipping office.*
16. *Item 97 - Dunnage Allowance*

Note: *Dunnage allowance affects linehaul charges but does not have a separate itemized charge.*
17. *Item 100 - Equipment, Return of Empty Trailers*
ERS - Return of Empty Trailers
18. *Item 105 - Exclusive Use of Vehicle*
EXC - Exclusive Use of Vehicle
19. *Item 110 - Expedited Service*
EXP - Expedited Service

20. *Item 125 - Handling Freight*

HHB - Handling Freight

21. *Item 132 - Loading-Unloading by Carrier*

URC - Loading-Unloading by Carrier

Note: *At present, charges for this service are to be billed to the local shipping office.*

22. *Item 150 - Prelodging*

PRL - Prelodging

Note: *At present, charges for this service are to be billed to the local shipping office.*

23. *Item 160 - Pallets, Platforms, or Skids*

Note: *Use of pallets, platforms, or skids affect linehaul charges, but do not have separate itemized charges.*

24. *Item 175 - Pickup and Delivery on Saturday, Sunday, or
Holidays, or on Normal Business
Days before or After Normal
Business Hours.*

PUD - Pickup and Delivery

SAT - Pickup and Delivery Saturday

HOL - Pickup and Delivery Sundays or Holiday

25. *Item 178 - Protective Tarping for Security Services*

PTS - Protective Tarping

26. *Item 180 - Reconsignment or Diversion*

RCC - Reconsignment or Diversion

27. *Item 185 - Redelivery*

RCL - Redelivery

Note: *At present, charges for this service are to be billed to the local shipping office.*

28. *Item 195 - Relocation of Vehicle*

RLS - Relocation of Vehicle

Note: *At present, charges for this service are to be billed to the local shipping office. Check with MTMC for any changes to this policy.*

29. *Item 210 - Split Pickup or Delivery*

SPU - Split Pickup or Delivery

Note: *Split Delivery requested by the consignee after arrival of the shipment at destination will be billed to the local shipping office.*

30. *Item 215 - Stop-Off In Transit*

SOC - Stop-Off

EXM - Stop-Off (Excess Mileage Charge)

31. *Item 220 - Storage*

SRG - Storage

Note: *At present, charges for this service are to be billed to the local shipping office.*

32. *Item 240 - Vehicles Furnished But Not Used*

VFN - Vehicles Furnished But Not Used

33.

Item

VIS - Vehicles Inoperable

34. *Item 250 -Weight Verification*

WTV - Weight Verification

35. *Item 325 Regular Dromedary Service*

Note: *Regular dromedary service affects linehaul charges but does not have a separate itemized charge.*

36. *Item 327 - 410 Dromedary Service*

Note: *410 dromedary service affects linehaul charges but does not have a separate itemized charge.*

37. *Item 401 - Empty Movement of Equipment*
EMT - Empty Movement of Equipment
38. *Item 405 - Escort/Flagman/Telephone Service*
MES - Escort Service (Standard)
MEN - Escort Service -(Overnight Subsistence)
MET - Escort Service (Telephones)
39. *Item 407 - Extra Lights*
ELS - Extra Lights
40. *Item 410 - Impactographs*
IMP - Impactographs
41. *Item 415 - Overdimensional Freight Service*
520 - Overdimensional Freight Service
42. *Item 416 - Overweight Permit Shipments*
PER - Overweight Permit Shipments
43. *Item 420 - Special Services - Restricted Speed*
RSS - Restricted Speed
44. *Item 430 - Surveying Routes*
SRS - Surveying Routes
45. *Item 520 - Reservation - Portion of a Vehicle*

Note: *Reserving a portion of a vehicle affects linehaul charges but does not have a separate itemized charge.*

**BULK COMMODITY TRAFFIC REQUIRING TANK
TRUCK SERVICE BILLING CHARGES
(MTMC Freight Traffic Rules Pub 4a)**

1. *Linehaul Transportation*

LHS - Linehaul Transportation Service

2. *Third-Party/Miscellaneous Services*

TPS - Third-Party Service/Miscellaneous Service

Note: *Any authorized service performed by a third party and/or any authorized charge incurred by the carrier at the Government's request, that is not covered by any of the designated service code(s) used in this Appendix, will be billed as "TPS" -Third Party Service/ Miscellaneous Service. All TPS charges must be billed manually, using the SF 1113. Use a separate "TPS" charge for each unique service. A description of the service performed is required anytime the TPS code is used.*

3. *Item 210 - Advance Loading Service*

ADL - Advance Loading Service

4. *Item 215 - Advancing Charges*

045 - Advancing Charges

5. *Item 220 - Allowances*

Note: *Allowance affects linehaul charge (LHS) as a negative adjustment but does not have a separate itemized charge.*

6. *Item 240 - Circuitous Routing*

CTR - Circuitous Routing

7. *Item 250 - Cleaning Services*

CLN - Cleaning Services

8. *Item 260 - Detention With Power Units*

DEP - Detention: Vehicles with Power Units

Note: *Carriers will submit all invoices for these charges to the Transportation Officer at the local activity*

involved. DFSC will pay all authorized accessorial charges for later reimbursement by the services.

9. *Item 265 - Detention Without Power Unit*

DET - Detention: Vehicles Without Power Units.

Note: *Carriers will submit all invoices for these charges to the Transportation Officer at the local activity involved. DFSC will pay all authorized accessorial charges for later reimbursement by the services.*

10. *Item 270 - Expedited Service*

EXP - Expedited Service

11. *Item 280 - Equipment-Hose*

HOS - Equipment-Hose (over 36 feet)

HOX - Equipment-Hose (special type)

EDO - Equipment-Hose (dispatched at origin)

EDD - Equipment-Hose (dispatched at destination)

12. *Item 315 - Pickup or Delivery on normal business days before or after normal business hours, or on Saturdays, Sundays, or holidays.*

PUD - Pickup or delivery before or after normal business hours on normal business days

SAT - Pickup or delivery on Saturday

HOL - Pickup or delivery on Sundays or holidays

13. *Item 325 - Pumping Equipment*

PAJ - Pumping Equipment

14. *Item 330 - Reconsignment or Diversion*

RCC - Reconsignment or Diversion

15. *Item 335 - Redelivery*

RCL - Redelivery

Note: *Carriers will submit all invoices for these charges to the Transportation Office at the local activity involved.*

DFSC will pay all authorized accessorial charges for later reimbursement by the services.

16. *Item 350 - Split Pickup or Delivery*

SPU - Split Pickup or Delivery

17. *Item 355 - Stop-Off In Transit*

SOC - Stop-Off

EXM - Stop-Off (Excess Mileage Charge)

18. *Item 360 - Storage*

SRG - Storage

Note: *Carriers will submit all invoices for these charges to the Transportation Office at the local activity involved.*

19. *Item 370 - Vehicles Furnished But Not Used*

VFN - Vehicles Furnished But Not Used

20. *Item 375 - Waterfront Delivery*

WDS - Waterfront Delivery

AIR FREIGHT SHIPMENTS CHARGES
(MTMC Air Freight Traffic Rules Pub 5)

1. *Linehaul Transportation*

LHS - Linehaul Transportation Services

2. *Third-Party or Special Service*

TPS - Third Party Service/Miscellaneous Service

Note: Any authorized service performed by a third party and/or any authorized charge incurred by the carrier at the Government's request, that is not covered by any of the designated service code(s) used in this Appendix, will be billed as **"TPS"*** -Third Party Service/ Miscellaneous Service. All TPS charges must be billed manually, using the SF 1113. Use a separate "TPS" charge for each unique service. A description of the service performed is required anytime the TPS code is used.

3. *Item 105 - Constant Surveillance Service*

CIS - Constant Surveillance Service

4. *Item 115 - Dual Driver Protective Service (Applicable only to Motor Portion of Air Freight Shipments)*

DDP - Dual Driver Protective Service

DDN - Dual Driver Protective Service with National Agency Check

5. *Item 135 - Protective Security Service (Applicable only to Motor Portion of Air Freight Shipments)*

PSS - Protective Security Service

6. *Item 140 - Satellite Motor Surveillance Service*

SNS - Satellite Motor Surveillance Service

7. *Item 145 - Security Escort Vehicle Service (Applicable only to Motor Portion of Air Freight Shipments)*

SEV - Security Escort Vehicle Service

8. *Item 150 - Signature and Tally Record Service*

675 - Signature and Tally Record Service

9. *Item 200 - Advancing Charges*

045 - Advancing Charges

10. *Item 245 - Escorts/Couriers*

ECR - Escorts/Couriers

11. *Item 250 - Excess Valuation*

EVC - Excess Valuation

12. *Item 290 - Pickup and delivery on Saturday, Sunday, or Holiday or on normal business days before or after normal business hours*

PUD - Pickup/Delivery Service before 8:00am or after 5:00pm on a normal business day

SAT - Saturday Pickup/Delivery service

HOL - Sunday and Holiday Pickup/Delivery service

13. *Item 300 - Reconsignment/Diversion*

RCC - Reconsignment/Diversion

14. *Item 305 - Redelivery*

RCL - Redelivery

Note: *Charges for Redelivery will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for this service to the Transportation Officer at the local activity involved.*

15. *Item 400 - Aircraft Ordered but not used. (Air Taxi Only)*

AFN - Aircraft ordered but not used.

Note: *Charges for Aircraft ordered but not used will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all*

invoices for this service to the Transportation Officer at the local activity involved.

16. *Item 405 - Co-Pilot Charges (Air Taxi Only)*

CPC - Co-Pilot Charges

17. *Item 420 - Waiting Time (Air Taxi Only)*

WTG - Waiting Time

Note: *Charges for Waiting Time will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for this service to the Transportation Officer at the local activity involved.*

PIPELINE SHIPMENTS SERVICE CHARGES
(MTMC Pipeline Rules Publication No. 6)

1. *Linehaul Transportation*

LHS - Linehaul Transportation Services

2. *Third-Party or Special Service*

TPS - Third Party Service/Miscellaneous Service

Note: *Any authorized service performed by a third party and/or any authorized charge incurred by the carrier at the Government's request, that is not covered by any of the designated service code(s) used in this Appendix, will be billed as "TPS"* -Third Party Service/ Miscellaneous Service. All TPS charges must be billed manually, using the SF 1113. Use a separate "TPS" charge for each unique service. A description of the service performed is required anytime the TPS code is used.*

3. *Item 310 - Additional Injection/Blending Service (AJ)*

AIB - Additional Injection/Blending

4. *Item 219 - Delivery Service (DE)*

DEL - Delivery Service

5. *Item 320 - Filtration Service (FL)*

FTR - Filtration Service

RAIL SERVICE CHARGES
(MTMC Freight Traffic Rules Pub 10)

1. *Linehaul Transportation*

LHS - Linehaul Transportation Service

2. *Third -Party or Special Service*

TPS - Third Party Service/Miscellaneous Service

Note: *Any authorized service performed by a third party and/or any authorized charge incurred by the carrier at the Government's request, that is not covered by any of the designated service code(s) used in this Appendix, will be billed as "TPS"* -Third Party Service/ Miscellaneous Service. All TPS charges must be billed manually, using the SF 1113. Use a separate "TPS" charge for each unique service. A description of the service performed is required anytime the TPS code is used.*

3. *Item 90 - Greater Security Service*

GSS - Greater Security Service

4. *Item 95 - Rail Armed Guard Surveillance Service*

ARG - Rail Armed Guard Surveillance Service

5. *Item 100 - Rail Surveillance Service*

RMS - Rail Surveillance Service

6. *Item 105 - Tank Surveillance Service*

TSS - Tank Surveillance (one tank per car)

TMS - Tank Surveillance (two tanks per car)

7. *Item 220 - Demurrage (Straight)*

DEM - Demurrage

Note: *At present, charges for this service are to be billed to the local shipping office.*

8. *Item 245 - Empty Cars Ordered But Not Used*

ECS - Empty Cars Ordered But Not Used

9. *Item 280 - Heater or Refrigerator Service*

HRS - Heater or Refrigerator Service

10. *Item 410 - Reconsignment or Diversion*

RCC - Reconsignment or Diversion

11. *Item 445 - Return of Empty Containers and/or Pallets*

Note: *Return of empty containers does not affect linehaul charges and does not have a separate itemized service charge. Carriers must provide the service at no charge to DoD*

12. *Item 465 - Stop-Off In Transit*

SOC - Stop-Off

EXM - Stop-Off (Excess Mileage Charge)

13. *Item 475 - Storage*

SRG - Storage

Note: *At present, charges for this service are to be billed to the local shipping office.*

14. *Item 520 - Weight Verification*

WTV - Weight Verification

15. *Item 530 - Advancing Charges*

045 - Advancing Charges

16. *Item 560 - Detention of Vehicles*

DTB - Detention

Note: *At present, charges for this service are to be billed to the local shipping office.*

17. *Item 595 - Furnishing Chassis for COFC Shipments*

FCS - Furnishing Chassis

18. *Item 600 - Handling Freight at Positions Not Immediately Adjacent to Vehicle*

HHB - Handling Freight

19. *Item 610 - Loading-Unloading by Carrier*

URC - Loading-Unloading by Carrier

20. *Item 640 - Pickup and Delivery on Saturday, Sunday, or
Holidays, or Normal Business Days,
Before or After Normal Business Hours*

PUD - Pickup and Delivery

21. *Item 655 - Prelodging*

PRL - Prelodging

Note: *At present, charges for this service are to be billed
to the local shipping office.*

22. *Item 660 - Redelivery*

RCL - Redelivery

Note: *At present, charges for this service are to be billed
to the local shipping office.*

23. *Item 665 - Relocation of Vehicle*

RLS - Relocation of Vehicle

Note: *At present, charges for this service are to be billed
to the local shipping office.*

24. *Item 670 - Return Movement of Pallets*

Note: *Return movement of pallets does not affect linehaul
charges and does not have a separate itemized service
charge. Carriers must provide the service at no cost to DoD.*

25. *Item 685 - Split Pickup or Delivery*

SPU - Split Pickup or Delivery

26. *Item 690 - Storage of Vehicles*

SVS - Storage of Vehicles

Note: *At present, charges for this service are to be billed
to the local shipping office.*

27. *Item 710 - Tendering of Multiple Vehicles*

TMV - Tendering of Multiple Vehicles

Note: *At present, charges for this service are to be billed to the local shipping office.*

28. *Item 720 - Vehicles Furnished But Not Used*

VFN - Vehicles Furnished But Not Used

29. *Item 730 - Special Train Service*

SFT - Special Train Service

30. *Item 740 - Attendants Accompanying Government Freight Shipments (AA)*

AAS - Attendants Accompanying Shipments

31. *Item 750 - Caboose/Guard Cars Furnished (GC)*

CSP - Government Caboose

GSP - Government Guard Cars

CCS - Carrier Caboose

CGC - Carrier Guard Cars

CGR - Government Caboose/Guard Cars Returned

**GUARANTEED TRAFFIC (GT) SERVICE CODES
ALL MODES
(MTMC Guaranteed Traffic Rules Pub 50)**

1. *Linehaul Transportation*

LHS - Linehaul Transportation Services

2. *Third-Party or Special Service*

TPS - Third Party Service/Miscellaneous Service

Note: *Any authorized service performed by a third party and/or any authorized charge incurred by the carrier at the Government's request, that is not covered by any of the designated service code(s) used in this Appendix, will be*

billed as "TPS" -Third Party Service/ Miscellaneous Service. All TPS charges must be billed manually, using the SF 1113. Use a separate "TPS" charge for each unique service. A description of the service performed is required anytime the TPS code is used.

3. *Item 105 - DoD Constant Surveillance Service*
 - CIS** - Constant Surveillance Service
4. *Item 110 - Dual Driver Protective Service*
 - DDP** - Dual Driver Protective Service
 - DDN** - Dual Driver Protective Service with National Agency Check
5. *Item 120 - Motor Surveillance Service*
 - MVS** - Motor Surveillance Service (8 hour calls)
 - MNS** - Motor Surveillance Service (12 hour calls)
6. *Item 125 - Protective Security Service*
 - PSS** - Protective Security Service
7. *Item 130 - Satellite Motor Surveillance Service*
 - SNS** - Satellite Motor Surveillance Service
8. *Item 135 - Security Escort Vehicle Service*
 - SEV** - Security Escort Vehicle Service
9. *Item 140 - Signature and Tally Record Service*
 - 675** - Signature and Tally Record Service
10. *Item 205 - Advancing Charges*
 - 045** - Advancing Charges
11. *Item 220 - Attendants for Rail Shipments*
 - AAS** - Attendants for Rail Shipments
12. *Item 231 - Blocking, Bracing (Vehicles and Army Tractor Tanks)*

Note: Service affects linehaul charges but does not have a separate itemized charge.

13. Item 255 - Chains and Binders

CHN - Chains and Binders

14. Item 260 - Circuitous Routing

CTR - Circuitous Routing

15. Item 280 - Demurrage (Straight)

DEM - Demurrage (Straight)

Note: Charges for Demurrage (Straight) will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.

16. Item 285 - Detention: Vehicle with Power Unit

DEP - Detention: Vehicle with Power Unit

Note: Charges for Detention, Vehicle with Power Unit will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.

17. Item 290 - Detention: Vehicle without Power Unit

DET - Detention: Vehicle without Power Unit

Note: Charges for Detention, Vehicle without Power Unit will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.

18. Item 300 - Empty Rail Cars Ordered but Not Used

ECS - Empty Rail Cars Ordered but Not Used

19. *Item 305 - Escort/Flagman/Telephone Service*
- MES** - Escort Service (Standard)
 - MEN** - Escort Service (Overnight Substistence)
 - MET** - Escort Service (Telephones)
20. *Item 310 - Exclusive Use of Vehicle, (Truckload Movements Only)*
- EXC** - Exclusive Use of Vehicle
21. *Item 315 - Expedited Service*
- EXP** - Expedited Service
22. *Item 320 - Extra Driver*
- EXD** - Extra Driver
23. *Item 325 - Extra Lights on Overdimensional Cargo*
- ELS** - Extra Lights
24. *Item 330 - Handling Freight at Locations not Immediately Adjacent to Vehicle*
- HHB** - Handling Freight at Locations not Immediately Adjacent to Vehicle
25. *Item 338 - Idler Car*
- IDC** - Idler Car
26. *Item 340 - Inoperable Vehicle*
- VIS** - Inoperable Vehicle
27. *Item 346 - Intermodal Shipments*
- IMS** - Intermodal Shipments
28. *Item 350 - Cargo Liability of Carrier*
- LIE** - Cargo Liability of Carrier
29. *Item 355 - Loading/Unloading by Motor Carrier*

URC - Loading/Unloading by Motor Carrier

30. *Item 376 - Objective Service Supply Deliveries (Only applies to TL Shipments)*

DIS - Objective Service Supply Deliveries

31. *Item 385 - Overdimensional Freight Service*

520 - Overdimensional Freight Service

32. *Item 390 - Overweight Shipment*

PER - Overweight Shipments

33. *Item 395 - Packing and Unpacking*

PUK - Packing and Unpacking

34. *Item 400 - Permits and Special Tolls*

SPC - Permits and Special Tolls

35. *Item 410 - Pickup/Delivery at other than Normal Business Hours*

PUD - Pickup and Delivery

SAT - Pickup and Delivery Saturday

HOL - Pickup and Delivery Sundays or Holiday

36. *Item 420 - Prelodging*

PRL - Prelodging

Note: *Charges for Prelodging will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.*

37. *Item 430 - Protective Tarping for Security Services*

PTS - Protective Tarping for Security Services

38. *Item 440 - Reconsignment/Diversion*

RCC - Reconsignment/Diversion

39. *Item 445 - Redelivery*

RCL - Redelivery

Note: *Charges for Redelivery will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.*

40. *Item 450 - Relocation of Vehicle*

RLS - Relocation of Vehicle

Note: *Charges for Relocation of Vehicle will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.*

41. *Item 460 - Restricted Speeds*

RSS - Restricted Speeds

42. *Item 470 - Return of Empty Trailers (Truckload Only)*

ERS - Return of Empty Trailers

43. *485 - Split Delivery*

SDL - Split Delivery

Note: *Charges for Split Delivery will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.*

44. *Item 490 - Split Pickup*

SPU - Split Pickup

Note: Charges for Split Delivery will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.

45. Item 495 - Stop-Off

SOC - Stop-Off

EXM - Stop-off (Excess Mileage)

46. Item 500 - Storage

SRG - Storage

Note: Charges for Storage will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.

47. Item 505 - Surveying Routes

SRS - Surveying Routes

48. Item 530 - Vehicles Furnished but not Used

VFN - Vehicles Furnished but not Used

49. Item 635 - Shipment Holdover

SHW - Shipment Holdover Weekdays

SAS - Shipment Holdover Weekends

SHH - Shipment Holdover Holidays

50. Item 700 - Advanced Loading Service

ADL - Advanced Loading Service

51. Item 705 - Cleaning

CLN - Cleaning

52. *Item 725 - Detention with Power Unit (Bulk)*

DEP - Detention with Power Unit

Note: *Charges for Detention with Power Unit will be chargeable to the appropriation and allotment designated by the military department or Government Agency which has jurisdiction over the local activity where the charges billed actually incurred. Carriers will submit all invoices for these charges separately, billed directly to the consignor/consignee responsible for their service.*

53. *Item 730 - Hose*

HOS - Hose (Extra other than Chem., Solv., etc.)

HOX - Hose (All footage of Chem., Solv., etc.)

EDO - Hose (Dispatch to Origin)

EDD - Hose (Dispatch to Destination)

54. *Item 750 - Pumping Service*

PAJ - Pumping Service

55. *Item 770 - Waterfront Delivery*

WDS - Waterfront Delivery

56. *Item 935 - Stowage*

STO - Stowage

Barge Shipments Service Charges

1. *Linehaul Transportation*

LHS - Linehaul Transportation Services

2. *Third-Party or Special Service*

TPS - Third Party Service/Miscellaneous Service

Note: Any authorized service performed by a third party and/or any authorized charge incurred by the carrier at the Government's request, that is not covered by any of the designated service code(s) used in this Appendix, will be billed as "TPS"* -Third Party Service/ Miscellaneous Service. All TPS charges must be billed manually, using the SF 1113. Use a separate "TPS" charge for each unique service. A description of the service performed is required anytime the TPS code is used.

Driveaway/Towaway Shipments Service Charges

1. *Linehaul Transportation*

LHS - Linehaul Transportation Services

2. *Third-Party or Special Service*

TPS - Third Party Service/Miscellaneous Service

Note: Any authorized service performed by a third party and/or any authorized charge incurred by the carrier at the Government's request, that is not covered by any of the designated service code(s) used in this Appendix, will be billed as "**TPS**"* -Third Party Service/ Miscellaneous Service. All TPS charges must be billed manually, using the SF 1113. Use a separate "TPS" charge for each unique service. A description of the service performed is required anytime the TPS code is used.