

**DOCUMENT NAME: Government Bill of Lading (GBL) -
Government Owned Property
DAFIS DOCUMENT TYPE: 15**

1. **Description:** Shipment of government owned property.
2. **Primary Forms:** SF-1103, U. S. Government Bill of Lading
3. **Related Forms:** DD-1149, Requisition and Invoice/Shipping Document
DOT F-4200.1, Procurement Request
SF-1113, Public Voucher
4. **Document Number:** Nonstandard - unit assigned.

SAMPLE: 1594C1323041 000

<u>Document Type</u>	<u>FY Funded</u>	<u>GBL Number (include Alpha characters-no dashes)</u>	<u>Suffix</u>
15	94	C1323041	000

5. **Accounting Line:**

SAMPLE: 2/F/401/136/30/0/AB/12345/2211

6. **FINCEN Critical Processing Requirements:** Issuing units must ensure each SF-1103 is completed in its entirety. The following information must be provided:
 - a. Vendors Standard Carrier Alpha Code (SCAC) in block 2.
 - b. Applicable DAFIS accounting data in block 12.
 - c. Bill charges to: (block 13)

Transportation
USCG Finance Center
P. O. Box 4101
Chesapeake, VA 23327-4101
 - d. Complete issuing office address in Block 33A.
7. **Other Information:** All government owned property shall be shipped by GBL when the estimated shipping costs exceed \$100.00.
8. **LUFS Information:**
 - a. Standard generic input is made through the Record Spending Module.

- 8. b. Obligation will transmit electronically via LUFSS, if desired.
- c. The first yellow copy of this document is NOT required to be mailed to FINCEN if the obligation is transmitted via LUFSS.

9. Document Flow:

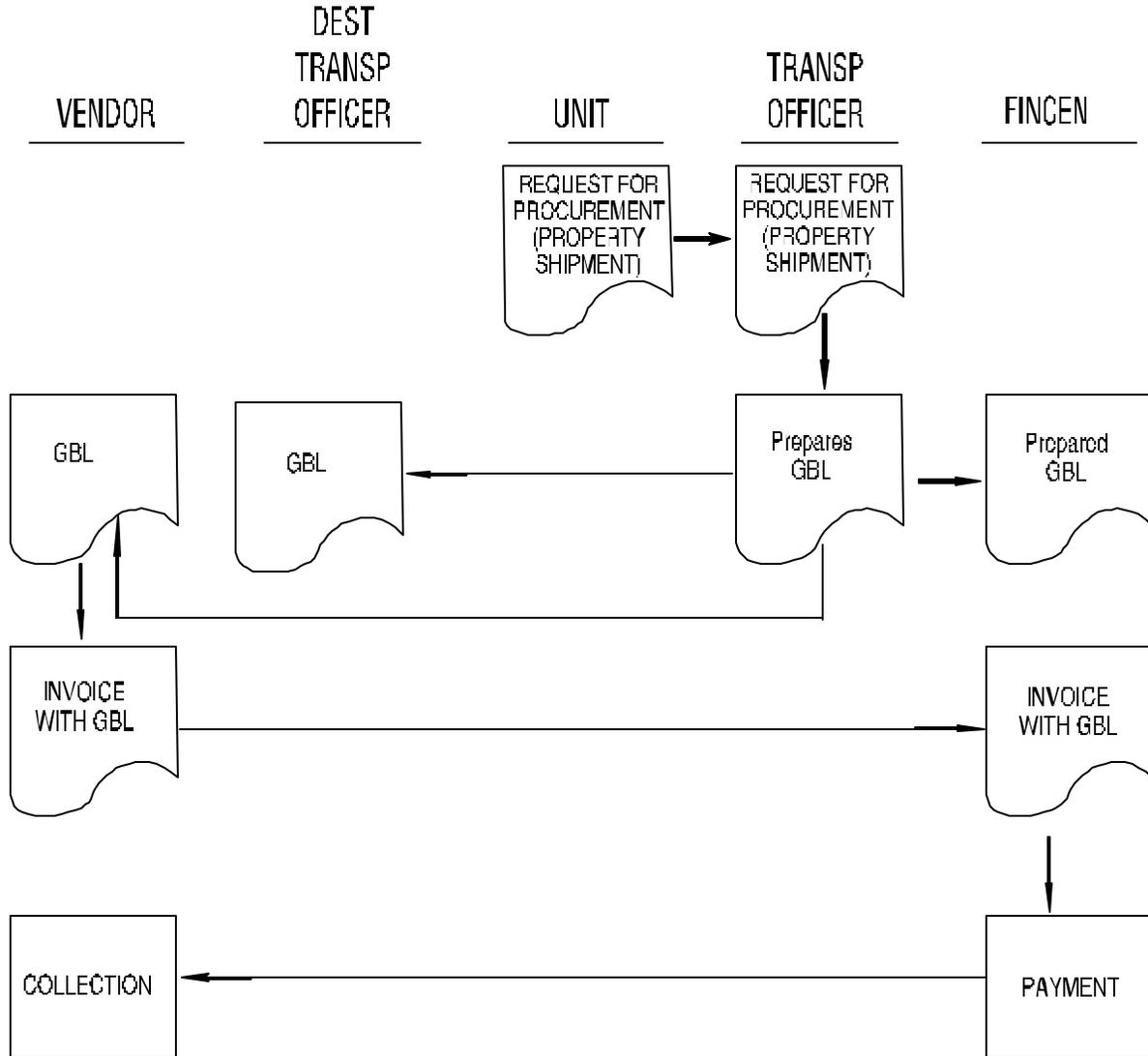


Figure 12C-16 Government Bill of Lading (GBL) - Government Owned Property

- a. Figure 12C-16 describes the procedures for processing Government Bill of Lading (GBL) - Government Owned Property.
- b. The unit prepares a DOT F-4200.1 for shipment of government owned property. The original is forwarded to the transportation office and a copy is kept for the target unit files.

9. c. The transportation office prepares and signs the GBL and distributes original and copies to vendor, destination transportation office and **Transportation, USCF Finance Center, P. O. Box 4101**, Chesapeake, VA 23327-4101, maintaining memorandum copy for files.
- d. Upon completion of the shipment, the carrier invoices the FINCEN using SF-1113 (Public Voucher), completed per GSA instructions, and including original GBL with necessary information and signatures in block 16, 19, 25, 26, and 34.
- e. The FINCEN pays the invoice.

10. Sample Forms: See Figure 12C-17.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1594C1323041 000	103F	94100F242	12345	2211	0.00	0.00	0.00	999.80

12. References: GSA's How to Prepare and Process U. S. Government Bills of Lading
GSA Booklet (NSN 7610-00-682-6740).

U.S. GOVERNMENT BILL OF LADING		ORIGINAL	B/L NO. C-1323041
1. TRANSPORTATION COMPANY TENDERED TO Yellow Freight	2. SCAC YFSY	3. DATE B/L PREPARED 10 Jan 94	4. ROUTE ORDER/RELEASE NUMBER
5. DESTINATION (Name, address and ZIP code) Commanding Officer Naval Weapons Support Center Crane, Indiana 35111-1234	6. SPLC (Dest.) 7. SPLC (Orig.)	8. ORIGIN (Name, address and ZIP code) Portsmouth, VA Portsmouth Pier	
9. CONSIGNEE (Name, address and ZIP code of installation) Same as above	10. GBLOC (Cons.)	11. SHIPPER (Name, address and ZIP code) Commanding Officer USCGC Neversail 1234 Coast Guard Blvd Portsmouth, VA 23703-2197	
12. APPROPRIATION CHARGEABLE 2/E/401/136/30/O/AB/12345/2211	13. BILL CHARGES TO (Dept./agency, bureau/office mailing address and ZIP code) Transportation USCG Finance Center P.O. Box 4101 Chesapeake, VA 23327-4101		AGENCY LOC CODE
14. VIA (Route shipment when advantageous to the Government)			
15. MARKS AND ANNOTATIONS (If extra services are ordered, see Administrative Directives No. 2 on reverse)			

16. PACKAGES		17. HM	18. DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible, otherwise use a clear non-technical description)	19. WEIGHT* (Pounds only)	FOR USE OF BILLING CARRIER ONLY		
NO.	KIND	Services			Rate	Charges	
1	CR		FAK - Freight All Kinds EXAMPLE ONLY	375			
					TOTAL CHARGES		

20. TARIFF/SPECIAL RATE AUTHORITY		21. PICKUP SERV. FURNISHED VEHICLE FULLY LOADED		<input type="checkbox"/> YES <input type="checkbox"/> YES	SHIPPER'S INITIALS	22. CARRIER WAY/FREIGHT BIIL NO. AND DATE	
23. STOP THIS SHIPMENT AT		24. FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS					
		INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE		MARKED CAPACITY	DATE FURNISHED
				ORDERED	FURNISHED	ORDERED	FURNISHED
FOR:		APPLIED BY:					
25. CARRIER'S PICKUP DATE (Year, month, & day) 94 / 01 / 15		26a. SIGNATURE OF AGENT			26b. PER	B/L NUMBER C-1323041	
27. MODE	28. ESTIMATE	29. NO. OF CLS/TLS	30. TYPE RATE	31. PSC	32. REASON		
					Received by the transportation company named above, subject to conditions named on the reverse hereof, the property hereinafter described, in apparent good order and condition (contents and value unknown), to be forwarded to destination by the said company and connecting lines, there to be delivered in like good order and condition to said consignee.		
FOR USE OF ISSUING OFFICE				CERTIFICATE OF CARRIER BILLING—CONSIGNEE MUST NOT PAY ANY CHARGES			
33a. ISSUING OFFICE (Name and complete address) Commanding Officer USCGC Neversail 1234 Coast Guard Blvd Portsmouth, VA 23703-2197				33b. GBLOC	34a. DELIVERED ON (Year, month & day)		34b. AT (Actual delivery point)
33c. ISSUING OFFICER J. J. Smith, CWO4, USCG				34c. BY (Name of delivering carrier)			
33d. CONTRACT/PURCHASE ORDER NO. OR OTHER AUTHORITY 1594C1323041				33e. DATED 04Jan94	34d. DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED		34f. NAME OF BILLING CARRIER
33f. FOB POINT NAMED IN CONTRACT Naval Weapons Support Center, Crane, Ind.				34e. <input type="checkbox"/> CARRIER OS&D REPORT ATTACHED <input type="checkbox"/> DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/> ACCESSORIAL SERVICES CERTIFICATION ATTACHED		34g. SIGNATURE OF CARRIER'S AGENT	

*Show also cubic measurements for shipments via air, truck or water carrier in cases where required. NSN7540-01-049-1118 1103-123 STANDARD FORM 1103 (Rev. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.3

Figure 12C-17 SF-1103, U. S. Government Bill Of Lading