

**DOCUMENT NAME: Air Freight/  
Express Mail  
DAFIS DOCUMENT TYPE: 32**

1. **Description:** This is for the mandatory next day shipping service contractor. Consult the references for their contract services.
2. **Primary Forms:** Federal Airbill  
FEDEX International Air Waybill
3. **Related Forms:** None.
4. **Document Number:** Nonstandard - unit assigned.

SAMPLE: 32-02-066006006-224

Document Type	FY	First Nine Digits of Carriers Airbill #	Last Three Digits of Carriers Airbill # is Suffix
32	02	066006006	224

5. **Accounting Line:** Units call the FINCEN at (757) 523-6741 to obtain a FEDEX account number. A line of accounting will be associated with that account number to accommodate electronic billings. When calling for an account number, be prepared to provide the DAFIS accounting line to be charged, unit address, POC and phone number.
6. **FINCEN Critical Processing Requirements:** Unit's FEDEX account number and accounting line must be set up on the FINCEN Consolidated Billing System (CBS).
7. **Other Information:**
  - a. Each Government Overnight Service shipment is automatically valued at \$250 per package or \$9.07 per pound per package, whichever is greater. Excess Declared Value (EDV) up to \$50,000 may **only** be used:
    - (1) Where the economy sought by self-insurance would be defeated.
    - (2) Where sound business practice indicates that a savings can be effected.
    - (3) Where services or benefits not otherwise obtainable could be obtained by purchasing insurance.

Commands choosing to use EDV must insert one of the following codes into the field on the airbill entitled “Your Internal Billing Reference Information”.

Code	Definition
<b>REFBD1</b>	The economy sought by self-insurance would be defeated.
<b>REFBD2</b>	Sound business practice indicates that a savings can be effected.
<b>REFBD3</b>	Services or benefits not otherwise obtainable can be obtained by purchasing insurance.

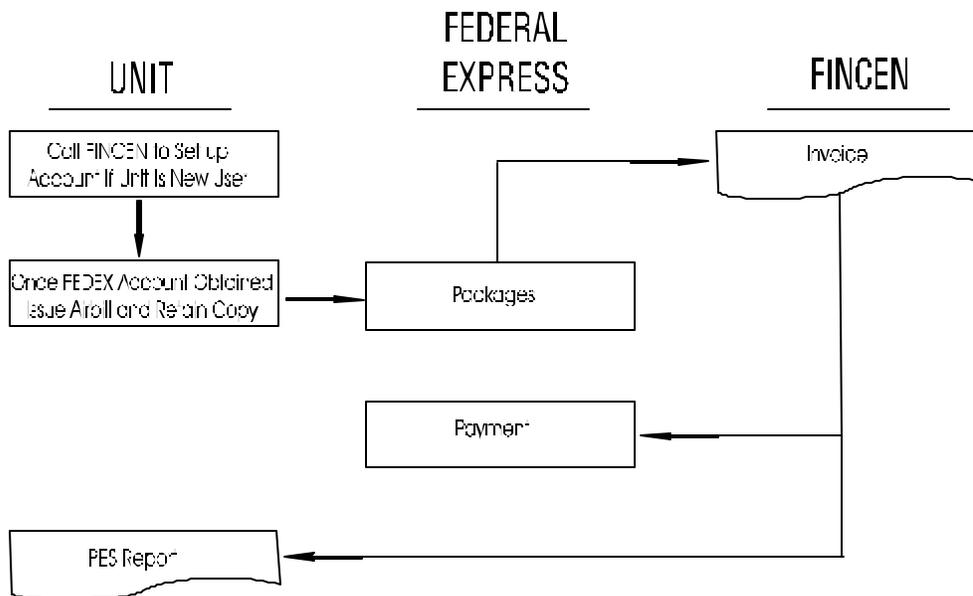
The field entitled “Your Internal Billing Reference Information” is present on all types of FEDEX airbills and must be appropriately filled out to justify the use of EDV. Unauthorized use of EDV will result in personal financial liability for the person authorizing the shipment. COMDTINST 4610.1 of 11 Oct 1996 provides guidance concerning the use of EDV.

**Note:** Entering an amount greater than \$250 in the Total Declared Value field will automatically apply Excess Declared Value charges to your shipment. Do NOT enter an amount greater than \$250 in this field without authorizing EDV in the “Your Internal Billing Reference Information” field by entering the proper code.

- b. For units using FEDEX more than 5 times per day, automated shipping systems are available. See your FEDEX US Government Contract Service Guide or call FEDEX at 1-800-Go-FEDEX, 1-800-463-3339, or visit [www.fedex.com/us](http://www.fedex.com/us) for more information.
- c. Service Note: Do not select “Standard Overnight” service. This is a non-contract service that provides later delivery time at a higher cost than the government rate.
- d. Federal Express provides hardcopy guides on contract and non-contract services. If you have any questions about any of the services that FEDEX provides, please call 1-800-Go FedEx, (800)-463-3339, 24 hours a day.

**8. LUF3 Information:**

- a. Standard generic input is made through the Simplified Acquisitions Applet, under the other Miscellaneous Obligations Changes icon.
- b. Obligations will NOT be transmitted via LUF3. All information is entered into LUF3 to reflect charges in the unit's local ledger. Use only the accounting line associated with the unit's FEDEX account.
- c. When using auto reconciliation in LUF3 your obligation amount will automatically be liquidated in full and the actual expenditure amount reflected on your PES will be entered into the LUF3 ledger.

**9. Document Flow:****Figure: 12-55 Air Freight/Express Mail**

9. a. Figure 12D-55 shows the process flow for the Air Freight/Express Mail forms.
- b. The unit uses the airbill forms provided by the carrier to utilize air freight/express mail services by filling in its government account number (if not preprinted), ship from address and phone number, recipient's address and phone number, bill to party, service selection, delivery instructions, and weight. These forms are obtained from Federal Express after the unit's account is set up by FINCEN (OPA2B). Upon request, the airbills will be preprinted by FEDEX with your FEDEX account number in the appropriate block. A copy of each completed airbill is kept by the unit for its records. A copy of these airbills is NOT needed at the FINCEN.
- c. Federal Express inputs the airbills into its billing system with the unit's FEDEX account number and airbill number and bills the FINCEN on a weekly basis (usually on Thursdays). FINCEN receives the bills electronically and receives the FEDEX account number, airbill number, amount charged, unit, weight of package and amount insured, etc. The FINCEN associates each charge on an account to the assigned line of accounting in CBS.
- d. FINCEN records the amount charged, usually the next day, using a transaction code of 128 and a document type 32. Three weeks later, FINCEN disburses using a transaction code of 126. Payment is made to FEDEX within the 30 day time limit.
- e. The unit should review their PES reports on a weekly basis and any errors should be reported using a PES Error form. Charges will be corrected after payment is made through DAFIS. Any charges that are not identifiable should be reported to FINCEN (OPA2B) at (757)523-6741. They can research the charge to tell where it was sent from and who signed for the package at the destination.
- f. Do not use the Small Purchase Credit Card for Air Freight/Express Mail services referenced in this section.

10. **Sample Forms:** See Figures 12D-56 and 12D-57.

### 11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3203066006006-224	128	03025FHAB	12345	2201	0.00	0.00	0.00	5.00

**12. References**

- a. GSA Contract No. GS-23F-9656D
- b. Federal Express Service Guide (most current edition)
- c. Federal Express Worldwide Directory (most current edition)
- d. Federal Express U. S. Government Contract Service Guide (most current edition)



**FEDERAL EXPRESS** INTERNATIONAL AIR WAYBILL FOR ALL U.S. EXPORT SHIPMENTS, INCLUDING SHIPMENTS BETWEEN THE U.S. AND PUERTO RICO Call 800-247-4747 For Int'l. Customer Service.

400-0734 6990 PACKAGE TRACKING NUMBER

09/01/94 Date of Shipment

9999-9999-9 Sender's Federal Express Account Number

(703) 327-8482 Phone Number (Very Important)

Sender Internal Billing Reference Information (Optional) (First 24 Characters Will Appear On Invoice)

P.O. 54321

44-203-343-572 Phone Number (Very Important To Ensure Delivery)

FROM (Your Name) Please Print: Commanding Officer

Company: USCGC Neversail

Exact Street Address: 1234 Coast Guard Blvd.

City: Portsmouth State/Province: VA City: Feltham State/Province: Middlesex

Country: USA City Postal Code: 23703-2197 Country: United Kingdom ZIP Postal Code: TW14 0PH

**4 SERVICES** Check Only One Box

International Priority  International Economy

**5 PACKAGING** Must Check One Box

FEDEX Letter/Envelope  FEDEX Pak  Other Packaging

**6 DELIVERY/HANDLING INSTRUCTIONS**

Hold for Pick-up  Deliver Weekly  Deliver Saturday

**7 DANGEROUS GOODS**

Hazardous  Dry Ice  Cargo Aircraft Only

**8 TRANSPORTATION CHARGES**

Bill Sender  Credit Card  Bill Recipient  Cash/Check  Bill 3rd Party

**9 DUTIES AND TAXES**

Bill Sender  Bill Recipient  Bill 3rd Party

**10 SHIPMENT INFORMATION**

No. of Pkgs: 1 Total Weight: 40 lbs Country of Manufacture: USA

Specify Currency of Declared Value: \$200.00 Total Declared Value for Customs: \$200.00

Complete Description of Contents/Hazardous Labels: 150 Drill Bits, 1/4", #8207.90.1500-B

V.A.T. 888 9999 99

**11 SIGNATURES**

SENDER'S SIGNATURE: [Signature]

FOR FEDEX USE ONLY

Use of this Air Waybill constitutes your agreement to the conditions of contract on the back of this Air Waybill. The terms and conditions of service may vary from country to country. Consult our local office for specific information.

Non Negotiable International Air Waybill © 1991-92 Federal Express Corp. 46944-7100

MANIFEST/BILLING COPY - THIS PLY MUST BE FILED AT MANIFEST POINT BY FEDEX

Figure 12D-56 FEDEX Air Waybill