

**DOCUMENT NAME: Commercial Bill of Lading (CBL) –
(Power Track)
DAFIS DOCUMENT TYPE: 15**

1. **Description:** Transportation of CONUS freight shipments via commercial carriers.
2. **Primary Forms:** Commercial Bill of Lading
3. **Related Forms:** -**U.S. Bank’s Power Track System** – Metaframe application is accessed from FINCEN’s intranet website.
Electronic Transportation Acquisition (ETA)/Global Freight Management (GFM) –web-based bill of lading transaction system.
4. **Document Number:**

- a. A typical CBL number is made in the following format:

SAMPLE: Z518000002270

- b. The Commercial Transportation Approval Payment System (CTAPS) process will automatically generate a DAFIS document number from the CBL number document number as follows:

SAMPLE: 15 03 518002270 001

<u>Document Type</u>	<u>FY (of shipment date)</u>	<u>CBL Number (2nd thru 6th number combined with last 4 digits of CBL number)</u>	<u>Suffix</u>
15	03	518002270	001

Doc Type is 15, Fiscal Year (FY) will be the FY of the expected ship date, Doc ID field is constructed from the 2nd thru 6th number of the CBL number combined with the last four digits of the CBL number (which total 9 positions). Suffix will be the last 3 digits of the Detail Number.

5. **Accounting Line:**

SAMPLE: 2/3/301/136/30/0/AA/51800/2211

6. FINCEN Critical Processing Requirements: The following information is critical for processing:

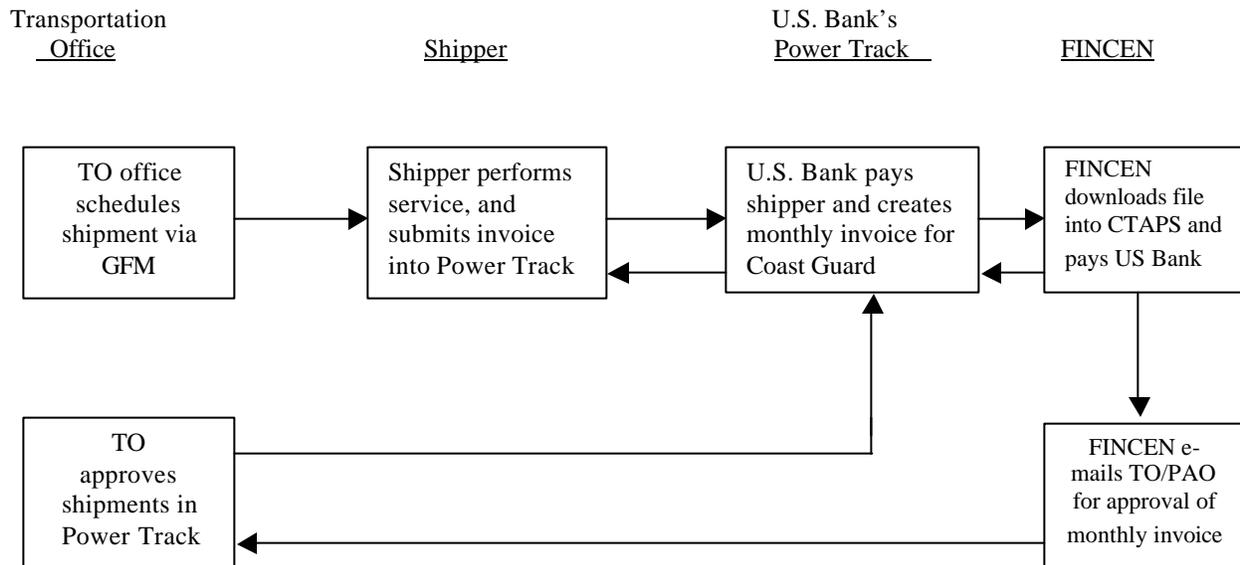
- a. Document Number.
- b. Accounting Line.
- c. Payment Approval's signature
- d. Approved CTAPS Statement.
- e. U.S Bank's Power Track Statement.

7. Other Information:

- a. FINCEN will send an e-mail notification to the Payment Approval Official (PAO) notifying them when an invoice is ready for the approval process in CTAPS.
- b. CTAPS is accessed through the FINCEN Intranet for users on the CG-WAN. There will be security login established by a database of acceptable users. Each PAO will fill out the user request form and mail a signed copy to FINCEN's CTAPS manager who will assign the user log-on and password. Each PAO will receive a formal letter of authorization from FINCEN giving them authority to approve payment of invoices
- c. The charges will be recorded using a direct expenditure, transaction code 128, for each of the records.
- d. FINCEN will send the ICPs charges via the OPAC process.

8. LUFS Information:

- a. Bills of lading processed through GFM will not require any obligation procedures in LUFS.
- b. Managing funds at the local level can be handled by creating an estimated obligation in LUFS, but under no circumstances should these obligations be transmitted to FINCEN.

9. Document Flow:**Figure 12C-21a Commercial Bill of Lading (CBL) – Power Track**

- a. Figure 12C-21a describes the procedures for processing the Commercial Bill of Lading processed via GFM and U.S. Bank's Power Track System.
- b. The Coast Guard Transportation Office generates request for shipment via GFM.
- c. The shipper provides service and submits invoice via U.S. Bank's Power Track system.
- d. The Coast Guard Transportation Office approves shipment via U.S. Bank's Power Track system.
- e. U.S. Bank makes payment to the shipper as quickly as 24 hours, and submits a monthly invoice to the Coast Guard FINCEN.
- f. The FINCEN receives invoice via the Metaframe application accessed from the intranet website and makes payment to U.S. Bank.
- g. The invoice data is parsed into CTAPS. An e-mail notification goes out to the PAOs that an invoice is ready for their approval.
- h. Charges are distributed to the appropriate unit's line of accounting.

10. Sample Forms: See Figure 12C-21b.

11.PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1503518002270001	128	03080FH3P	51800	2211	0.00	0.00	0.00	739.38

12. References:

- a. U.S. Government Freight Transportation Handbook.

COMMERCIAL BILL OF LADING				DATE	DUPLICATE	BIL NO. >	Z525000002270			
CARRIER Roadway Express Inc			SCAC RDWY	CARRIER ACCOUNT NO.						
DESTINATION (Name, address and ZIP code) NATIONAL PARK SERVICE GLEN CANYON RECREATION AREA LAKE POWELL PAGE, AZ 86040 US ZH3201			SPLC (Dest.) 792172000	ORIGIN (Name, address and ZIP code) US COAST GUARD ELC 2401 HAWKINS POINT RD, BLDG 85 D (410)762-6331/6042 BALTIMORE, MD 21226 US Z52500		SPLC (Orig.) 234000240				
CONSIGNEE (Name, address and ZIP code of installation) NATIONAL PARK SERVICE GLEN CANYON RECREATION AREA LAKE POWELL PAGE, AZ 86040 US ZH3201001			SHIPPER (Name, address and ZIP code) US COAST GUARD ELC (410) 762-6329 2401 HAWKINS POINT ROAD, MS 24 BALTIMORE, MD 21226 US Z52500							
APPROPRIATION CHARGEABLE 2/P:08/138/458/NA/515662211			BILL CHARGES TO (Dept/agency, bureau/office mailing address and ZIP code) U.S. BANK - POWER TRACK 1010 SOUTH 7TH STREET MINNEAPOLIS, MN 55415 US							
MARKS AND ANNOTATIONS E168960665 (11) SHIPPER TO LOAD AND CONSIGNEE TO UNLOAD. DOES NOT APPLY TO TOWAWAY SHIPMENTS 495 - Fuel Related Rate Adjustment 521.54			TP: 3 DD:2003-03-05 S068960512							
TOTAL PKGS.			DESCRIPTION OF ARTICLES (Use carrier's classification or tariff description if possible; otherwise use clear nontechnical description)		WEIGHT* (Pounds only)		FOR USE OF BILLING CARRIER ONLY			
NO	KIND	HM					Services	Rate	Charges	
6	CR		CLASSIFICATION ITEM NO 999913 THIS BL CONSISTS OF 1 PAGES FAK (See MFTRP 1B for Cargo Liability) TCN:Z711130440012XXX CU:55L6 COMMODITY:999913 BODY BODY 6 CR CU:55L6 4L49W6TH 3600.0LB		3600.0		DUPLICATE			
6	CR		Mileage 2154 TOT QTY:3600.0B CU:559		3600.0		TOTAL CHARGES			
TARIFF/SPECIAL RATE AUTHORITY RDWY:902611-00			PICKUP SERVICE FURNISHED VEHICLE FULLY LOADED <input type="checkbox"/>		SHIPPER'S INITIALS JMO		ROUTE ORDER/RELEASE NUMBER			
STOP SHIPMENT AT			FURNISH INFORMATION ON CAR/TRUCKLOAD/CONTAINER SHIPMENTS							
			INITIALS & NO.	SEAL NUMBERS	LENGTH/CUBE	MARKED CAPACITY	DATE			
FOR:			RDWY:	APPLIED BY SH	ORDERED AV1	FURNISHED AV3	ORDERED	FURNISHED		
CARRIER'S PICKUP DATE 2003-02-27			SIGNATURE OF AGENT		PER	CARRIER WAY/FREIGHT BILL NO. AND DATE				
MODE	ESTIMATE	NO CLS/TLS	TYPE RATE	PSC	REASON	DELIVERED ON DATE	AT (Actual delivery point)			
B	739.38	1			01 30.10					
ISSUING OFFICER AND OFFICE (Issuing officer name, office and complete address) BRENDA BARRY 410-762-6329 TRANSPORTATION OFFICER US COAST GUARD ELC 2401 HAWKINS POINT RD, BLDG 85 D (410)762-6331/6042 BALTIMORE, MD 21226 US Z52500			GBLOC BAPF		BY (Name of the delivering carrier)					
CONTRACT/PURCHASE ORDER NO. AND FOB POINT			DATED		<input type="checkbox"/> DELIVERED THIS CONSIGNMENT COMPLETE & IN APPARENT GOOD ORDER EXCEPT AS MAY BE INDICATED <input type="checkbox"/> SHORTAGE <input type="checkbox"/> DAMAGED <input type="checkbox"/>		NAME OF BILLING CARRIER			
					<input type="checkbox"/> CARRIER OS&D REPORT ATTACHED <input type="checkbox"/> DELIVERY AT DESTINATION FURNISHED <input type="checkbox"/> ACCESSORIAL SERVICES CERTIFICATION ATTACHED		SIGNATURE OF AGENT			
THIS IS TO CERTIFY THAT HERE-IN NAMED MATERIALS ARE PROPERLY CLASSIFIED, DESCRIBED, PACKAGED, MARKED, AND LABELED, AND ARE IN PROPER CONDITION FOR TRANSPORTATION ACCORDING TO THE APPLICABLE REGULATIONS OF THE DEPARTMENT OF TRANSPORTATION. SUBJECT TO SECTION 7 OF THE CONDITIONS, IF THIS SHIPMENT IS TO BE DELIVERED TO THE CONSIGNEE WITHOUT RECOURSE ON THE CONSIGNOR, THE CONSIGNOR SHALL SIGN THE FOLLOWING STATEMENT: THE CARRIER SHALL NOT MAKE DELIVERY OF THIS SHIPMENT WITHOUT PAYMENT OF FREIGHT AND ALL OTHER LAWFUL CHARGES.										
RECEIVED. SUBJECT TO THE TENDERS AND RULES IN EFFECT ON THE DATE OF THE ISSUE OF THIS BILL OF LADING, THE PROPERTY DESCRIBED ABOVE IN APPARENT GOOD ORDER, EXCEPT AS NOTED (CONTENTS AND CONDITIONS OF CONTENTS OF PACKAGES UNKNOWN), MARKED, CONSIGNED, AND DESTINED AS INDICATED ABOVE WHICH SAID CARRIER (THE WORD CARRIER BEING UNDERSTOOD THROUGHOUT THIS CONTRACT AS MEANING ANY PERSON OR CORPORATION IN POSSESSION OF THE PROPERTY UNDER THE CONTRACT) AGREES TO CARRY TO ITS USUAL PLACE OF DELIVERY AT SAID DESTINATION, IF ON ITS ROUTE, OTHERWISE TO DELIVER TO ANOTHER CARRIER ON THE ROUTE TO SAID DESTINATION. IT IS MUTUALLY AGREED AS TO EACH CARRIER OF ALL OR ANY OF, SAID PROPERTY OVER ALL OR ANY PORTION OF THE SAID ROUTE TO DESTINATION AND AS TO EACH PARTY AT ANY TIME INTERESTED IN ALL OR ANY SAID PROPERTY, THAT EVERY SERVICE BE PERFORMED HERE UNDER SHALL BE SUBJECT TO ALL THE BILL OF LADING TERM AND CONDITIONS IN THE GOVERNING CLASSIFICATION ON THE DATE OF THE SHIPMENT. SHIPPER HEREBY CERTIFIES THAT HE IS FAMILIAR WITH ALL THE BILL OF LADING TERMS AND CONDITIONS IN THE GOVERNING CLASSIFICATION AND THE SAID TERMS AND CONDITIONS ARE HEREBY AGREED BY THE SHIPPER AND ACCEPTED FOR HIMSELF AND HIS ASSIGNS. NOTE - WHERE THE RATE IS DEPENDENT ON VALUE, SHIPPERS ARE REQUESTED TO STATE SPECIFICALLY IN WRITING THE AGREED OR DECLARED VALUE OF THE PROPERTY. THE AGREED OR DECLARED VALUE OF THE PROPERTY IS HEREBY SPECIFICALLY STATED BY THE SHIPPER TO BE NOT EXCEEDING:										
\$ _____ PER _____ FREIGHT CHARGES PREPAID <input type="checkbox"/> COLLECT <input type="checkbox"/> FREIGHT PREPAID UNLESS COLLECT BOX IS CHECKED										

Figure 12C-21b Commercial Bill of Lading