

**DOCUMENT NAME: Express (Air) and Commercial  
Small Package Shipments**

**CAS DOCUMENT TYPE: 32**

1. **Description:** The current DHS contractors are FEDEX and UPS. DHL discontinued their USA domestic express & ground services. DHL is no longer authorized for use per ALCOAST 576/08 (COMDT//CG-6// R212019Z NOV 08). UPS deliveries are charged to the government purchase card. Regular purchase card procedures are followed for UPS transactions. Procedures for FEDEX are below.
2. **Primary Forms:** FEDEX Commercial Waybill
3. **Related Forms:** None.
4. **Document Number:** Nonstandard - system assigned.

SAMPLE: 32-09-066006006224

Document Type	FY	First Nine Digits of Carrier's Waybill #	Last Three Digits of Carrier's Waybill # is Suffix
32	09	066006006	224

5. **Accounting Line:** CG-611 sets up all FEDEX accounts. You can do this by emailing [Acia.J.Parker@uscg.mil](mailto:Acia.J.Parker@uscg.mil). Units then email [FIN-DG-CGshipping@uscg.mil](mailto:FIN-DG-CGshipping@uscg.mil) to provide basic information for setting up a line of accounting with that FEDEX account within FINCEN systems. This basic information includes the CAS line of accounting, unit address, unit POC, phone number, email address, and parent commands. The CAS line of accounting will be associated with that account number to ensure electronic billings are processed without error. Please note that ALC, ELC, and the Yard have separate POCs for setting up FEDEX accounts with their non-CAS lines of accounting.
6. **FINCEN Critical Processing Requirements:** Unit's FEDEX account number and accounting line must be set up on the FINCEN Consolidated Billing System (CBS). If a unit obtains a FEDEX account number without providing a line of accounting to the FINCEN, then those charges will not be processed to the unit PES report. Additionally, paper FEDEX invoices are not paid by the FINCEN. FEDEX must provide electronic billing.
7. **Other Information:** The program manager is CG-61.

- a. If you have lost or damaged packages, you need to contact your FEDEX Customer Service Representative. If you have lost or damaged FEDEX freight/cargo shipments, you should contact FEDEX to file a report. FEDEX will provide you a SCT Code which you need to keep. Ask FEDEX to inspect the damaged items. Report the damage by submitting a Transportation Discrepancy Report (TDR) on form SF-361 along with any supporting documentation to: Commanding Officer, US Coast Guard Finance Center, Attn: Freight Claims Section (OGC), 1430 Kristina Way, Chesapeake, VA 23326-0001. Mr. Christopher T. Gibbs (757) 523-6763 will file all cargo damage claims on behalf of the US Coast Guard unit.
- b. To track your FEDEX shipments go to: <http://www.fedex.com/us/>.

#### **8. FPD Information:**

- a. Standard generic input is made through the Simplified Acquisitions Applet, under the Miscellaneous Obligation icon.
- b. Obligations will NOT be transmitted via FPD. All information is entered into FPD to reflect charges in the unit's local ledger. Use only the accounting line associated with the unit's FEDEX account.
- c. For reconciliation purposes, when you process your PES Reports, they will process as a direct expenditure and liquidate your UDO. If you did not create a UDO, then they will process to a Category IV / unresolved transaction.
- d. Each week the Finance Center will receive an electronic invoice from FEDEX with all CG FEDEX activity that has been invoiced for that cycle. These transactions will post to a unit's PES based on the unit's account number and the associated CAS line of accounting in CBS. The document ID is constructed as shown in paragraph 4 of this section. Some waybill account numbers have varying lengths. Therefore, leading zeros are added after the "32" and fiscal year "09" to complete the document ID to account for any variance in the waybill number length.
- e. You do not need to mail any hard copy waybills to the Finance Center.

**9. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3209066006006-224		03025FHAB	12345	2201	0.00	0.00	0.00	5.00