

## Guidelines and Requirements for Equipment Shipping

**Procedure Number: SOP # 3.2.3.6-F6**

**Original Creation Date: August 26, 2008**

**Title:** Guidelines and requirements for equipment shipping.

**Purpose:** The purpose of this document is to describe the processes and procedures necessary for shipping Government furnished equipment (GFE).

**Background/History:** It is sometimes necessary to use outside shipping vendors to transport GFE. This can be between NOAA personnel or NOAA to contractor, when using government transportation is not feasible.

**Requirements:**

1. Items need to be shipped in order to reach destination 2 working days prior to project start.
2. If equipment is being transferred from NOAA to a contractor, GFE needs to be annotated on a transfer of property form.
3. Proper shipping forms need to be filled out.
4. Proper labeling (e.g. "fragile").
5. Proper packing:
  - a. Steel banding equipment to pallets
  - b. Plastic wrap any loose equipment to the pallet and/or to the adjacent freight
  - c. Use plenty of bubble wrap or packing material for loose or fragile cargo

Under tasks that are contracted out shipping will be addressed with the award. (Refer to specific contract for guidelines)

**Vendors:**

**ARO and PRO:**

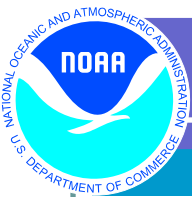
- Fedex: [www.fedex.com](http://www.fedex.com) or 1.800.463.3339
- Yellow Freight: [www.myyellow.com](http://www.myyellow.com) 1.800.610.6551

**PRO only:**

- Alaska Marine Lines: Contact Kevin Godfrey: 206-526-4430

**ARO only:**

- E-Freight: Contact Jennifer Duke: 1.866.411.4295 x1888



## Vendor Requirements: Fedex

- Fedex Express: 150lb maximum weight, 165” length/girth
- Freight: No weight or size limit
- Fedex online shipping preparation form (see below)

## Fedex Online Shipping Form:

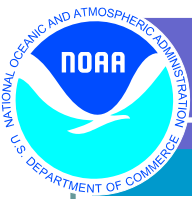
The screenshot shows the FedEx Ship Manager web application in a Windows Internet Explorer browser window. The browser title is "FedEx Ship Manager - Create a Shipment". The address bar shows the URL: [https://www.fedex.com/shipping/shipEntryAction.do?method=doEntry&locale=en\\_US&link=1&Type=F&urlparams=us](https://www.fedex.com/shipping/shipEntryAction.do?method=doEntry&locale=en_US&link=1&Type=F&urlparams=us). The browser's address bar also shows "FedEx Corporation [US]" and a "Live Search" field.

The main content area of the browser displays the "FedEx Ship Manager" interface. At the top, there are navigation tabs: "Prepare Shipment" (selected), "Ship History", "My Lists", "Reports", and "My Profile". Below the tabs, there is a "Create a Shipment" section with a sub-header "Enter shipping information 2 Print (6)".

The form is divided into several sections:

- My Shipment Profiles:** A dropdown menu for "My shipment profiles (formerly Fast Ship)" with a "Ship" button.
- 1. From:** Address information for the sender: "C/L, 008 Principal Court, Chesapeake, Virginia, 23320, United States".
- 2. To:** Recipient information including "Country/Location" (United States), "Company", "Contact name", "Address 1", "Address 2", "City", "State", "ZIP", and "Phone no.". There are checkboxes for "Perform detailed address check", "This is a residence", and "Save new recipient in address book".
- 3. Package & Shipment Details:** Fields for "Service type" (Priority Overnight), "Package type" (Your Packaging), "No. of packages" (1), "Weight" (lbs), "Dimensions", "Declared value" (U.S. Dollars), and "Ship date" (07/16/2008).
- 4. Billing Details:** "Bill transportation to" (153070760) and "Your reference" field.
- Special Services (optional):** "Pickup/Drop-off (optional)" (You are using an already scheduled pickup at your location.) and "E-mail Notifications (optional)" (Send an e-mail to yourself, the recipient or others indicating the status of your shipment.).
- Rates & Transit Times (optional):** A table with columns "Select", "Service", and "Your Rate". The table is currently empty, with a note "Enter more information to get rates and transit times." and "Amounts are shown in USD".
- 5. Complete your Shipment:** A checkbox for "Create a Shipment Profile to store recipient, package and other details of this shipment for future use." and "Save for later" and "Ship" buttons.

The browser's status bar at the bottom shows "Internet" and "80%" zoom level.



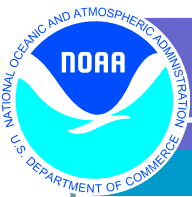
- Login onto fedex.com and enter User ID and Password. Call Kasey Hall 757-651-7597 or Warren Krug 757 647-4624
- Open tab –Ship-Prepare Shipment
- You can look up previously saved addresses in My Shipment Profile
- 1. Edit from info to reflect current sender
- 2. Put destination address in- \*If address has been saved it will look it up for you using company name or contact name. If you find the name but the address is incorrect you can change it.
- 3. Service Type- Standard is Priority Overnight but First overnight can be chosen in special cases.
  - For standard pickup no dimensions or declared value need to be entered.
- 4. Verify proper billing and indicate a reference that you can easily identify Special Services, Pick up Drop off and Email Notifications are optional but it is important to have delivery notification sent to the senders email address.
- 5. You can choose to save the profile-Click Ship.
- The next page will show the completed label. You can choose to edit, cancel and repeat the shipment as well as print the label. For users in Chesapeake have the label print to the Fedex printer if a sticker label is wanted.

#### Vendor Requirements: Yellow Freight

- Obtain weight, dimensions, # of pieces and addresses of origin and destination
- Call Yellow GSA desk to get a rate quote
  - for a rate quote they will need information listed in first bullet
  - if items need a guaranteed delivery choose express shipping, if not choose ground under Tender 8157
- The information above will be used to populate the Bill Of Lading (BOL)

#### Bill of Lading

Once you have received a rate quote visit Yellow website [www.myyellow.com](http://www.myyellow.com)



1. click tab- Bill of Lading
2. Input Username and Password Call Kasey 757-651-7597 or Warren 757-647-4624
3. Under Create click New Bill of lading

## CREATE A BOL

More information? [Click here.](#)

### BOL DETAILS (Required to Submit)

[BOL D](#)

\*Required to submit BOL

Carrier  **YELLOW**  Other

Bill of Lading Type  [Straight BOL](#)  [VCS BOL](#)  
 [Exhibit Services BOL](#)

Service Option

#### Standard Solutions

- [Standard Ground](#)  
Dependable ground service.
- [Standard Ground Truckload](#)  
Reliable truckload service.

#### Expedited and Guaranteed Solutions

- [Exact Express](#) - Guaranteed, time-definite, expedited ground and air delivery.
- [Exact Express Air](#) - Guaranteed, expedited air service.
- [Exact Express Dedicated Equipment](#) - Exclusive use equipment and air charters.
- [Expedited Direct Air](#) - 1, 2, or 3 day air transit times.
- [Definite Delivery](#) - Guaranteed, monitored, on-time service.

Standard  Guaranteed  Expedited

\*Pickup/Ship Date and \*Shipper (Origin)

MM/DD/YYYY

[Add Location](#)

Single Pickup for the Day  [Schedule Pickup Automatically](#)

PICKUP INFORMATION (Required to Submit)

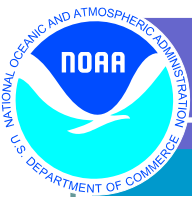
**Pickup Contact:** None specified **Ready Time:** 9:51 AM **Close Time:** 4:30 PM

**Special Equipment:** None specified

**Pickup Instructions:** None specified

**Extended Services:** None specified

CONSIGNEE AND THIRD PARTY (Required to Submit)



None specified

PRODUCT (Required to Submit)

None specified

REFERENCE NUMBERS (Optional)

**Shipper/BOL #:** None specified

**PO #(s):** None specified

DECLARED VALUE (Optional)

**Declared Value:** \$ 0.00 **Declared Unit:** None specified

DELIVERY SERVICE OPTIONS (Optional)

**Standard Ground.** **Delivery Time:** None Specified  
**Arrival Notification:** Not Selected  
**Extended Services:** None Selected

COD (Optional)

**Amount:** \$ 0.00 **Fee:** None specified **Customer Check Acceptable:** No **Remit to:** None specified

EMAIL NOTIFICATION (Optional)

**Email Shipment Information To:** None specified

**Email Bill of Lading PDF To:** None specified

SPECIAL INSTRUCTIONS FOR BOL AND MANIFEST (Optional)

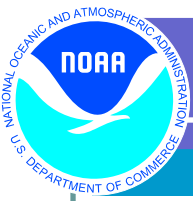
**Special Instructions:** None specified

**Trailer Description:** None specified

TEMPLATE (Optional)

Use this section to save this Bill of Lading as a Template.

- Carrier-Yellow BOL Type-Straight BOL
- Service Options- Choose Standard or Express depending on your rate quote
- Pickup/ship Date and shipper (Origin)-Pick address from drop down menu or add new
  - Check schedule pickup automatically -Hit OK
- Pickup Information -Select contact from drop down menu or add new one
  - Ready and Close time- self explanatory
  - Add other instructions as needed
  - OK



- Consignee and Third Party –Pick Destination Address using Search tab or fill in blanks and Add new to database.  
-Use Third Party only when billing to address other than shipper or receiver  
OK
- Product –choose a recently used or fill in instructions \*Express will require dimensions\*  
OK
- Reference Numbers – NA
- Declared Value – NA
- Delivery Service Options – Use if applicable. If contact before delivery is chosen driver will not delivery without confirmation from contact person.
- COD- NA
- Email Notification- choose to email contacts about BOL submission  
-Choose to email BOL and labels to contacts on submission
- Special Instructions – In special instructions box put NOAA Tender #, Quote # and price, and any other pertinent information
- Template –NA

Once the BOL is completed you can save it as a draft or submit it.

When the BOL is submitted you will be directed to view and print a PDF file of the BOL and labels. You can also email the BOL and labels to yourself or another contact.

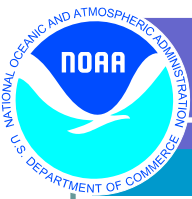
2 BOLs are needed – one for our records and one for the driver. The driver will sign and give you a copy

2 labels are needed on each item being shipped

After these steps are completed you can exit out of the website and wait for the truck.

#### Vendor Requirements E-Freight

- Obtain dimension and weight of all items being shipped
- Contact Jennifer Duke for rate quote and availability. We pay for E-Freight by credit card so verification of card used needs to be done as well



- Jennifer will arrange the truck accordingly and fax over a shipment confirmation. The confirmation needs to be signed and faxed back to 614-487-8550
- Once confirmation is received she will generate a BOL.
- Pre authorization will be done on verified credit card at time of shipment.

**Management/Responsibility:** Oceanographic Division, Field Operations Division and the Engineering Division need this SOP and CECAT will maintain and update this SOP as necessary.