

Reports and Formats

Sample Format for each report to be provided by the Government prior to contract award

Operational Reports:

1. Cargo receipt

- 1.1 Required by: 3.A.14
- 1.2 Reports due: Next business day following receipt of cargo
- 1.3 Medium: Excel attachment to email
- 1.4 Distribution: Cognizant SDDC terminal as advised by COR
- 1.5 Required elements:

- Contractor Name
- Port of loading
- Date cargo received at port
- Transportation Control Number (TCN)
- Container number with alpha prefix,
- Seal and/or keyless lock number

4. Cargo Lift Information – Breakbulk

- 4.1 Required by: 3.A.14.
- 4.2 Reports due:
 - 4.2.1. For breakbulk cargo moving under free-in terms the contractor shall submit cargo lift reports withing two working days after receipt of booking and/or lift details from the Government.
 - 4.2.2. For breakbulk cargo moving under liner-in terms the contractor shall submit cargo lift reports the next business day after vessel departure
- 4.3 Medium: Excel attachment to email
- 4.4 Distribution: Cognizant SDDC terminal as advised by COR
- 4.5 Required elements:

- Contractor Name and SCAC code
- Cargos lift information (CONUS/OCONUS ports of loading)
- PCFN/Contractor booking number
- Name of vessel and voyage document number
- Transportation Control Number (TCN)
- Piece, Weight and cube
- Commodity Code
- Port of Embarkation
- Port of discharge
- Final destination
- General description of cargo contents; i.e., mail/mail equipment, privately-owned vehicles (POVs), other unboxed wheeled or tracked vehicles, refrigerated cargo seal and/or keyless lock number

3. Pre-Arrival Notice

3.1 Required by: 3. A.21

3.2 Reports due: Three days prior to the scheduled arrival of the delivering vessel or day after sail if less than three days sail time to POD

3.3 Medium: Excel attachment to email

3.4 Distribution: Cognizant SDDC terminal as advised by COR

3.5 Required elements:

- TCN
- Consignee DODAAC
- Container number with alpha prefix, estimated date and time of vessel arrival, and any variation from information previously furnished
- Contractor Name
- PCFN/Contractor booking number
- Vessel name and voyage
- Voydoc
- Seal number
- Date cargo is to arrive
- POD
- Name and voyage number of mother vessel if transshipped

4. Cargo Discharge:

4.1 Required by: 3.A.14

4.2 Reports due: Next business day following discharge

4.3 Medium: Excel attachment to email

4.4 Distribution: Cognizant SDDC terminal as advised by COR

4.5 Required elements:

- TCN
- Container number with prefix
- POD
- Name and voyage number of vessel making delivery
- Name and voyage number of original vessel(s) if transshipped
- PCFN/ Contractor booking number
- Seal number
- Date and time the cargo was discharged from the vessel, Date and time cargo is scheduled to be available for commencement of drayage or line-haul from port
- Seal and/or keyless lock number

5. Cargo Disposition:

5.1 Required by: 3.A.14

5.2 Reports due: Next business day following discharge

5.3 Medium: Excel attachment to email

5.4 Distribution: Cognizant SDDC terminal as advised by COR

5.5 Required elements:

- Contractor name
- Port
- Date, time, and mode of commencement of drayage or line-haul from discharge port
- TCN
- Container number and prefix, provided by next business day following discharge

6 Cargo not lifted as booked / booked and not lifted:

6.1 Required by: 3.A.14

6.2 Reports due: Next business day after vessels departs the POE.

6.3 Distribution: Cognizant COR for the POE

6.4 Required elements:

- Contractor Name
- POE
- Vessel Name
- Sail date
- TCN
- Container number with prefix
- Reason cargo/container was not lifted as booked

7 Direct Booking Report:

7.1 Required by: 3.A.14

7.2 Reports due: Within 24 hours of booking, cancellation, decrease or increase

7.3 Distribution:

7.4 Required elements:

- Contractor name
- Vessel name
- TCN
- DTR Commodity code
- SCAC code
- Booked VOYDOC#
- Estimated sail date
- POE
- POD
- Shipper DODAAC
- Shipper POC
- Consignee DODAAC
- Equipment size and type
- Estimated arrival date at POD
- Date booked
- VISA priority
- RDD (Required Delivery Date)
- Report type (new booking or cancellation/decrease)