



2010 SDDC Pacific Personal Property DPS Invoicing Training

SDDC

**Military Surface
Deployment and
Distribution
Command**

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Personal Property**

Agenda

- **Changes to the Int'l Tender for DPS**
- **Invoicing DPS (EDI & Manual)**
- **DP3 Helpful Hints**
- **Invoicing & Billing Questions**



Storage in Transit (SIT)

- **SIT: First day plus warehouse handling combined into one item in both programs**
- **International Tender**
 - SIT compensation paid on (county specific CONUS; 1st day/ warehouse handling combined and each add'l day)
 - See the International Tender Chapter 5 for SIT rates
- **International Tender (Items 520 and 521)**
 - Beyond 50 (HHG) or 30 (iUB) miles - paid under linehaul or Item 521 rates, respectively
- Note: No more “Long Delivery Certificates” for either 400NG or International Tender



Attempted Pickup/Deliveries

- **Attempted pickups in DPS:**
 - Not in the Domestic 400NG program
 - Removed from the International Tender effective 15 May 10
- **Attempted Delivery to Residence From SIT:**
 - Not applicable when arranged between member and TSP
 - Cannot be billed if the DPS “scheduled delivery date” is not updated in DPS prior to the delivery date or 2 hours after agreeing to a delivery date/time with the customer, whichever is EARLIER.
 - Requires preapproval from PPSO while at residence



Debris removal (506A)

- **Item code utilized by exception only (e.g., Blue Bark, Wounded Warrior, etc)**
- **Applies:**
 - If PPSO requests the TSP to perform removal of unpacked cartons after the date of delivery and service is performed
- **Does NOT apply:**
 - When performed in conjunction with unpacking service
 - If not requested by PPSO (not preapproved)
 - For unpacking done on date of delivery
 - If requested by member
 - If performed more than 30 days after delivery
- **Cost:**
 - International: \$111.10 flat rate per shipment



Reweighs

- **DoD Customer or PPSO can request a reweigh through DPS in “Shipment Management”**
- **PPSOs:**
 - Request a reweigh through the Shipment Management queue as soon as possible but PRIOR to delivery (based on Services guidance for estimated entitled weights)
 - Recommend a reweigh request on ALL shipments exceeding estimated weight of 18,000lbs
 - Check queue for location/date/time of reweigh to “witness” reweigh (TSP will provide)
- **TSPs:**
 - Need to monitor Shipment Management “PPSO request” and/or “Customer request” queue to ensure a requested reweigh is performed BEFORE final delivery
 - Expect a reweigh request if weight exceeds DoD customer entitlement (will come from PPSO/DoD customer)
 - TSP shall enter location/date/time of reweigh in DPS to allow “witness reweigh” by PPSO/DoD customer



Third Party Service (TPS)

- **Use of Third Party Services (TPS) is subject to PPSO pre-approval**
- **NOT applicable:**
 - Crating
 - Note: TSPs are compensated according to solicitation/tariff/tender
 - Front load washers
 - Other household articles that require bracing/stabilization (and de-bracing/destabilization) of moveable parts IN or ON such appliances
 - Flat Screen Televisions
 - Fuel surcharge
- **International Crating (TOPS and International Tender)**
 - Not applicable to unaccompanied baggage
 - DOES NOT APPLY to flat screen televisions with screen sizes less than 60 diagonal inches
 - Cost includes both crating and uncrating



Creating Invoices

- **Enter hundred weight (CWT) NOT actual weight**
 - i.e.-- 10,000 lbs = 100.....NOT 10,000 CWT
 - i.e.-- 7,920 lbs = 79.2.....NOT 7,920 CWT
- **Please verify quantities and Units of Measure (UOM)**
- **Ensure flat rate is 100% in units/quantities**
- **Double-check dollar amounts**
- **Ensure location information is correct (e.g. SIT location, pickup, delivery, etc)**
- **Note: Miscellaneous Item Code (Item 533A)**
 - Is not used to bill if a specific item code for service exists
 - Must be accompanied by a note, calculations, and preapproval
 - Do not use if an item was denied in its entirety
 - Re-bill supplemental with the actual item code



DPS Helpful hints

- **PPSOs:**

- Daily monitoring of Invoice & SIT queues
- Before converting SIT to member's expense, perform due diligence in contacting member
 - Once converted, member loses FRV and there is NO reversal without PPSO entering into a new contract with the TSP (see FRV Guidelines para 2.7)
- SIT extensions require a hard copy DD1857 be provided to TSPs

- **TSPs:**

- Daily monitoring of Customer and PPSO request queues
- TSPs and customers should be in contact with each other to determine when delivery of property is requested and can be arranged
- Prior to delivery, should enter a “Scheduled delivery date”
- Should manage their SIT queues for actual deliveries, etc.



Invoicing & Billing Questions

- Invoicing questions can still be submitted to the billing box sddc.safb.billing@us.army.mil
- If experiencing problems with US Bank system with creating invoices, etc., send email to customer.support@syncada.com or call 1-800-417-1844



Questions?

