

CHAPTER 5

SHIPMENT PERFORMANCE NOTIFICATION

A. GENERAL

This chapter prescribes standard procedures for reporting by the CAO of the shipment of supplies or the performance of services. The purpose of the SPN is to provide the PO, IM, or PM with more timely information in automated form and to reduce the number of copies of the DD Form 250, Material Inspection and Receiving Report, used in reporting shipments.

B. FLOW AND DISTRIBUTION

The SPN flows from the CAO to the ICP or PM, as indicated in the contract, or to an ADP point specifically designated by the Service/Agency for the line item number. If no manager is indicated, the SPN will be transmitted to the PO that issued the contract or order under the contract. The CAO will not send the SPN to more than one point for the same line item number. Further distribution may be accomplished internally within the Service/Agency.

C. SHIPMENT PERFORMANCE NOTICE

1. Purpose - The SPN is the means of providing timely notification of the shipment of material, or the completion of a service by a contractor. The SPN obviates the need of several DoD activities editing, keying, and verifying data from the DD Form 250 shipping document. The SPN provides information for updating due-in assets, intransit accounting, MILSTRIP shipment status, billing customers on direct delivery and major item control. Separate notice formats are provided for supplies line items and for service line items. DFARS, appendix F, contains the instructions applicable to preparation and distribution of the DD Form 250.

2. Estimated Shipment Dates - Whenever the DD Form 250 contains an estimated rather than actual shipment date, the SPN will contain an estimated date. Estimated dates are identified by an X-overpunch in the decade position of the year in the Date Shipped field.

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3. Time Standards - The CAO will transmit the SPN within 1 working day after the receipt of the DD Form 250 or DD Form 1155.

4. Preparation of Supplies Line Item SPN - A separate supplies line item SPN record will be prepared for each line item/MILSTRIP document number on the shipping document (DD Form 250 or DD Form 1155) in accordance with the format and instructions at appendix C11.

5. Control Elements - The following fields represent control elements for discretely identifying one supplies line SPN from another.

- PIIN
- Call/Order Number
- ELIN or CLIN
- Ship-To Identity
- Contractor Shipment Number
- Contractor Shipment Number Suffix
- MILSTRIP Document Number or Stock Number
- Suffix Code (when applicable)

6. Preparation of Services Line Item SPN - A separate services line item SPN record will be prepared for each service line item on the performance document (DD Form 250 or DD Form 1155) in accordance with the format and instructions at appendix C12.

7. Control Elements - The following fields represent control elements for discretely identifying one services line SPN from another.

- PIIN
- Call/Order Number
- ELIN or CLIN
- Performed-At Identity
- Contractor Shipment Number

D. INCOMPLETE ITEMS

1. Components Missing - Items may be shipped with components missing. When this occurs, the SPN will contain Contract Shipment Advice, appendix A25, code A. This advice code indicates that the items are incomplete.

2. Missing Components Furnished - When components are shipped to complete items previously shipped incomplete, the SPN will contain Contract Shipment Advice code B. This code indicates that the shipment is not an additional quantity of the line item, but the components required to complete previously shipped items.

E. QUANTITATIVE DISCREPANCIES

1. On acceptance at destination shipments, discrepancies between the quantity documented as shipped and the quantity accepted are reported to the CAO in the MILSCAP A/R.

2. Upon receipt of an MILSCAP A/R indicating a quantitative discrepancy, the CAO will prepare an additional SPN as follows:

a. When the quantity accepted is greater than the quantity documented as shipped, an SPN will be transmitted to reflect the difference. This SPN will be identified by Contract Shipment Advice code C and will be used to reflect the increase in the quantity shipped.

b. When the quantity accepted is less than the quantity documented as shipped, an SPN will be transmitted to reflect the difference. This SPN will be identified by Contract Shipment Advice code D and will be used to reflect the decrease in the quantity shipped.

F. REPLACEMENT SHIPMENTS

When a shipment consists of replacements for supplies previously shipped and subsequently reported as damaged, nonconforming, or missing (quantitative discrepancies) at destination, the SPN will contain Contract Shipment Advice code E. The SPN will reflect the contractor shipment number of the initial shipment with an alphabetic serial suffix to indicate the replacement shipment.

G. CANCELLATIONS

Conditions may arise that necessitate the cancellation of an SPN. When cancellation is necessary, this will be accomplished by transmitting the original records to be canceled, modified by adding an X-over-punch over the decade position of year in the PIIN. In the event that an SPN is transmitted in error, the erroneous record will be canceled. The

corrected record will be prepared in the appropriate format and will contain Transaction Status Indicator code C in position **80**.

H. DATA DISCREPANCIES

At times, some of the information in the SPN will not agree with information that the CAO has on the contract. The CAO knows that the shipment information does not agree with the contract information and cannot resolve the difference. In these situations, the SPN will be issued with the appropriate Transaction Status Indicator code G, H, L, P, Q, S, or T. The explanations of these codes are at appendix A22.

I. EXEMPTIONS

Certain SPNS are exempted from the cited provisions of this chapter. For Army, Navy, and DLA fast pay contracts of \$25,000 or less, the SPN, DI Code PJJ, will not be provided to the PO. Army will use the Contract Completion Statement, DI code PK9, to indicate both final shipment and contract completion.