**Shipping Form Design**

Use the following design and complete the fields in accordance with Annex A:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DEFFORM 129J Edn 09/17** | | | | | | |
| **From:** |  | | | **Unique Identifier:** | | |  |
| 777 ANGEL ROAD  St PAULS  EDENVILLE  HE6 40N | | | |  | | | |
| 823456-8234/823458234/82349245 | | | |
|  | | | |
| **Via:** |  | | | **To:** | |  | |
|  | | | |  | |
|  | |
|  | |
| **Demand / Task Reference:** | | | | | |  |  |
|  | | |  |  | | |  |
|  | | |  | | | |  |
|  |  | |  | \*BC278787\* | | |  |
| **Description:** | | |  | | |  |  |
|  | | |  | | |  |  |
|  |  | |  |  | |  |  |
| **RDD:** |  | | **SPC:** |  | | **UN Haz Code:** | |
|  |  | |  |  | |  |  |
| **Date Shipped:** | | | **Batch Number:** | | | **Piece Number:** | |
|  |  | |  | |  |  |  |
|  |  | |  | |  |  |  |
| **Weight:** | | | **Dimensions:** | | |  |  |
|  |  | |  |  | | |  |
| **NSN:** |  | |  |  | |  |  |
|  |  | |  |  | |  |  |
|  | \*5120996260953\* | | | | | |  |
|  |  | | | | | |  |
| **IMC/DMC:** | | **D of Q:** | | | | **Qty in Package:** | |
|  |  |  | |  | |  |  |
|  |  |  | |  | | **Total this Delivery:** | |
|  |  |  | |  | |  |  |

NB Four fields have been completed for illustration purposes only.

ANNEX A TO DEFFORM 129J

Shipping Form Attributes

The following table details the shipping form fields.

| **Field** | **Field Name** | **Field Description** | | | **Field Size** | **Data Type** | **Format** | **Mandatory for:** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | **From** | Details of the supplier providing the Goods or Service. | | | 256 | alphanumeric |  | Goods & Services |
| B | **Unique Identifier**  (UOI, URRI or EUPI) | **Unique Order Identifier (UOI)** Produced by the Contracting, Purchasing and Finance (CP&F) electronic procurement tool for non inventory Purchase Orders | | The identifier that CP&F uses to uniquely identify a specific shipment within a Purchase Order Line.  These fields are joined together in the UOI.  This field should be provided in both Bar Code Symbology 39 and human readable text. | 30 | Alphanumeric and  Bar Code Symbology 39 | The PO Number, PO Line Number and PO Shipment Number are separated by the forward slash character ‘/’  If the PO Number is for a **Blanket Purchase Agreement (BPA)** then the format of the Number is: BPA Number and BPA Release Number delimited by the hyphen character ‘-’.  Example of a UOI for a BPA:  *123456-1234/12345/1234*  If the PO Number is for a **Standard PO** and **Contract Purchase Agreement (CPA)** then the format of the Number is: Numeric  Example of a UOI for a Standard PO or CPA: *23456/12345/1234* | Goods & Services |
| **Unique Receipt Reference Identifier (URRI)** Produced by CP&F for Inventory Orders | | An alpha/numeric sequence that links the item received to original Purchase Order/Dues-In. For each full or part item delivery the Trading Partner will add an alpha suffix to the Unique Receipt Reference Number. | 6 | This attribute is provided in both Bar Code 39 and human readable text format. | 5 or 6 alphanumeric in the following formats:  For deliveries to Sea: Sxxxxxa e.g. S1234AA  For deliveries to Land: Lxxxxxa e.g. L1234BA  For deliveries to Air: xxxxxA e.g. 12345A | Goods and Services |
| **Electronic Business Capability Unique Package Identifier (EUPI)** | | An alphanumeric sequence generated by the supplier. | 12 | alphanumeric |  | Goods |
| C | **Via** | Intermediate Address responsible for forwarding the package to the final destination.  The address to which the supplier should send the delivery if filled in. | | | 256 | alphanumeric |  | Goods and Services |
| D | **To** | The **Final Address** to which the package shall be delivered or, in the case of a service, the address of the receipting authority.  Unit name  Delivery Address 1  Delivery Address 2  Delivery Address 3  Delivery Address 4  Delivery Address 5  Delivery Address Post Code  Country | | | 256 | alphanumeric |  | Goods and Services |
| E | **Demand / Task Reference** | Orders from CP&F (Where the Unique Identifier is either the UOI or URRI)  Inventory Orders from CP&F (where the Unique Identifier is the URRI) | **Contract Number** identifying the MoD contract placed on a supplier responsible for the supply of specific goods  *And if an inventory order*  **Order Number** identifying Purchase Order / warrant Order / Requisition placed against an Enabling Contract for the delivery of goods against that Contract.  This attribute is provided in both Bar Code 39 and human readable test format. | | 12  20 | alphanumeric  alphanumeric & Barcode 39 |  | Goods and Services  Goods |
| Non CP&F electronic Orders (Where the Unique Identifier is the EUPI) | Demand Date + Serial Number +  Line number + UIN | | 8+5+6+6 | alphanumeric | DDMMYYYY + 12345678 + 12345 + 123456 + 123456 | Goods |
| F | **Description** | Description of the item or service as defined in the contract. | | | 240 | alphanumeric |  | Goods and Services |
| G | **RDD** | Required Delivery Date (RDD) that the package is required at the demander’s point of delivery. | | | 8 | numeric | DD/MM/YYYY | Goods |
| H | **SPC** | The Standard Priority Code denoting at what speed the package should be handled within MoD Supply Chain. | | | 2 | numeric |  | Goods |
| J | **UN Haz Code** | UN Hazard Class. Denotes the potential hazard of the items within the package  References: DEFCON 68 and DEFCON 129 | | | 2 | alphanumeric |  | Goods |
| K | **Date Shipped** | Date package dispatched from the supplier or service provided. | | | 8 | Numeric | DD/MM/YYYY | Goods and Services |
| L | **Batch Number** | Batch Production Number indicated on the goods if required | | |  |  |  | Goods |
| M | **Piece Number** | The specific number of the package as a constituent of a number of packages delivered to complete one order.  i.e. 1 of 1, 2 of 2 or 4 of 10 | | | 6 | alphanumeric |  | Goods |
| N | **Weight** | The gross weight of the package in metric format. | | | 8 | numeric |  | Goods |
| P | **Dimensions** | The size of the package in L x B x H in metric format | | | 15 | alphanumeric |  | Goods |
| Q | **NSN** | The NATO Stock number. The NATO supply Classification code (NSC), Nation Code (NC) and Item Identity Number (IIN) that denotes the unique identification of a line item within the inventory system.  This 13 character attribute (NSC 4, NC2, IIN 7) is provided in both Barcode 39 and human readable test format. | | | 13 | numeric & Barcode 39 |  | Goods |
| R | **IMC/DMC** | The Inventory Management Code (IMC) / Domestic management Code (DMC) code given to a range of like or linked items managed by MoD Inventory manager | | | 6 | alphanumeric |  | Goods |
| S | **DofQ** | Denomination of Quantity of the items in the package | | | 2 | alphanumeric |  | Goods |
| T | **Qty in Package** | The total quantity of the item contained within the package | | | 7 | numeric |  | Goods |
| T | **Total This Delivery** | The total quantity of the item being delivered for a specific order shipment | | | 9 | numeric |  | Goods |