**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 ROADSt PAULSEDENVILLEHE6 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. S1234AAFor deliveries to Land: Lxxxxxa e.g. L1234BAFor 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 nameDelivery Address 1Delivery Address 2Delivery Address 3Delivery Address 4Delivery Address 5Delivery Address Post CodeCountry | 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.  | 1220 | alphanumericalphanumeric & Barcode 39 |  | Goods and ServicesGoods |
| 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 packageReferences: 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 |