ADS Purchase Order Attachment: MSL
Purchase Order Number:
Military Shipping Labels
This shipment requires Military Shipping Label(s) (MSL) per the below. Seller shall label all shipments for this purchase order with MSLs and in accordance with MIL-STD-129P w/CHANGE 4 dated 19 September 2007. <b>DO NOT</b>

ship this order without the MSL labels.

ADS will provide Military Shipping Labels containing all required information for the order. Please contact

**DO NOT SHIP** this order until the information below has been provided to the ADS buyer, approved and the labels provided by ADS. Upon approval from the LBWhse, the ADS LBWhse representative will supply the MSL for the shipment which must be attached to the exterior of each package.

Seller must complete the necessary information below and email information to <a href="mailto:LabelRequests@adsinc.com">LabelRequests@adsinc.com</a>

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1) ADS Buyer will supply ADS Purchase Order Attachment

the ADS Warehouse to coordinate receiving labels for this order.

- 2) Review the PO from ADS and confirm items number and delivery schedule
- 3) Package the order and measure weights and dimensions
- 4) Notate the item number, quantity, weights and dimensions for each item below.
- 5) Confirm all information below is accurate.
- 6) Email the form to ADS <u>LabelRequests@adsinc.com</u> and wait for further instructions
- 7) Once ADS Warehouse receives this form they will review and generate the MSL labels.
- 8) Once approved, the ADS Warehouse will supply the labels and provide instruction for proper placement of the labels.
- 9) As directed by ADS Warehouse, place labels on the packages and note on form the MSL label number below that corresponds with the items.
- 10) Please place the labels in the appropriate location on the shipping case/pallet. Depending on whether the items are shipping as a case or pallet will dictate a different location or placement of the labels.
- 11) For MSL's, place on every carton containing units in a visible spot next to the carton label if shipped as a carton. If packed on a pallet, place on outside of pallet wrap next to the XCL4R or XCL4B label.
- 12) After properly labeling shipment, take pictures of each package with affixed MSL labels and email back to LabelRequests@adsinc.com
- 13) Do NOT ship the order without email approval from ADS warehouse personnel.
- 14) Once the approval to ship has been received, ship items and email tracking number to ADS buyer and <a href="mailto:LabelRequests@adsinc.com">LabelRequests@adsinc.com</a>.

For labels placed at the **cartons/pallet** level, please provide the following information. Without this breakdown of what is in each carton/pallet **ADS CANNOT** supply the MSL label(s).

MSL Label #	Item #	Quantity #	Weights	Dimensions

(Continue onto additional sheets if necessary.)

## Required MSL Markings

Please note, MSL Markings consist of both human readable and barcoded information on a recommended 4x6 inch label (Mil-Std 129, para 4.2.2). The below requirements apply to shipments that are not unit moves.

## Human readable information should be:

- Transportation Control Number (TCN)
- Transportation Account Code (TAC)/Postage in some cases this may be left blank
- From The consignor DODAAC/CAGE and address of the shipping activity
- Type Service The type of transportation service to the "ship to" address (such as Frt LTL, Air Expss, Expss Mail, etc.)
- Ship to/POE Ship-to address or, if applicable, the three-digit air/water point of embarkment (POE) code and its ship-to address
- Transportation Priority (1, 2, 3, or 4)
- POD air/water Point of Debarkment three-digit code, if applicable
- Project code if applicable
- Ultimate Consignee/Mark For Consignee DODAAC and address
- Weight Gross weight (lbs)
- RDD Required delivery date if specified by the requisitioner
- Cube Cubic feet rounded to the next whole digit
- Date shipped
- FMS (foreign military sales) case number, as appropriate
- Piece Number the piece number of the cargo documented by the TCN for this shipment unit
- Total Pieces Total number of pieces documented by the TCN for this shipment unit

## Barcode information is also required:

- Code 39 linear barcodes (Mil-Std 129, para 4.2.2.b):
  - Transportation Control Number (TCN),
  - o Piece number
  - Ultimate Consignee/Mark For DoDAAC.
- A single two-dimensional (2D) barcode in a PDF417 symbology is required. See Mil-Std 129, para 4.2.2 and Table IV for details.