



DEPARTMENT OF THE ARMY  
GENERAL SUPPORT CENTER-EUROPE  
CMR 429  
APO AE 09054



ISO 9002 Certified  
First in DA Logistics



GENERAL SUPPORT CENTER  
EUROPE

REFERENCE GUIDE  
FOR

**INITIATING  
SUPPLY DISCREPANCY  
REPORTS**

*The Best Supporting the Best*



GENERAL SUPPORT CENTER-EUROPE  
QUALITY ASSURANCE  
CUSTOMER COMPLAINT TEAM  
1 FEBRUARY 2001



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AERSC-QA

1 February 2001

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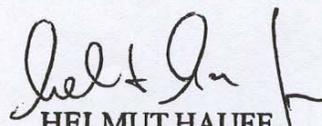
**FOREWORD**

The purpose of this reference guide is to provide recipients with information and guidelines for the initiation of Supply Discrepancy Reports. It contains definitions and explanations of the most frequently asked questions concerning SDR preparation, and will provide personnel involved in the SDR process with an understanding of how the process works and what is necessary to make it work.

As an ISO 9002 certified unit, the General Support Center – Europe holds to the principle that training is a keystone of Quality Management and, as such, this reference guide is provided as a training aid, but can also serve as a reference and a basis for establishing local procedures. It must be noted that, although all care has been taken to provide correct and up-to-date information, the responsibility for complying with official regulations and procedures takes precedence.

The correct and timely submission of SDRs is an important, integral part of the US Army Supply System. These reports provide suppliers and shippers the opportunity of correcting deficiencies within the system, and help to improve the overall mission posture of the US Army.

The GSC-E Team remains committed to improving Operational Quality and providing the best possible support to the soldier.

  
HELMUT HAUFE  
General Manager

**Frequently Asked Questions  
Concerning Initiated SDRs/RODs  
Standard Form 364**

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February 2001

<b>Question:</b>	<b>Answer:</b>
1. What is the difference between an SDR and a ROD?	None at the moment. The term 'SDR' is an abbreviation for 'Supply Discrepancy Report' and will replace the term 'ROD' (Report of Discrepancy) by FY02. SDRs/RODs are 2-page forms used to report discrepancies on received material that are attributable to the shipping activity. The identification number for the form is 'Standard Form 364' (SF 364). The term ROD is currently found in some regulations and on forms. The prescriptive Army Regulation for submission of SDR/RODs is AR 735-11-2. Electronic data interchange and automated systems are now authorized for SDR submission. A hard copy SDR should not be forwarded if an EDI transmission has been submitted.
2. Why do I need to submit an SDR?	An SDR is a method of reclaiming money that your unit has paid out for material that is discrepant. In other words you, as a customer, did not receive what you paid for or it was in an inappropriate condition. A correctly submitted SDR will enable your unit to claim part or all of its money back to balance its budget. As far as the shipping activity is concerned, it gives them an opportunity to determine the cause of the discrepancy, take corrective action and prevent recurrences. However, should the shipment be a local base/station delivery to, or return from, an internal or satellite activity, then an SDR will not be submitted. In this case, use guidance from appropriate local procedures. Funds expended in rectifying packaging discrepancies in material returns or DRMO turn-ins, may be reclaimed from the shipping unit.
3. What sorts of discrepancies require that I submit an SDR?	There are two classifications of discrepancy; Shipping & Packaging. Ensure that the correct box is checked on the SDR Form.  Submit a Shipping SDR for the following reasons: <ul style="list-style-type: none"> <li>• You receive an incorrect item or a substitute that doesn't, cannot or won't fit or work.</li> <li>• You receive fewer, or more, items than requested (unless an A6 denial is posted and acknowledged). For sensitive, classified or controlled inventory items, an SDR <u>must</u> be submitted.</li> <li>• The item has missing or incorrect data markings.</li> <li>• An item is received with an expired shelf life or inspection date.</li> <li>• You receive an item after it has been cancelled and a status card has verified the cancellation. A copy of the status card should accompany the SDR.</li> <li>• A duplicate shipment is received.</li> <li>• You receive a status card informing you that an item will be</li> </ul>

	<p>shipped by parcel post and it either doesn't arrive or arrives damaged.</p> <ul style="list-style-type: none"> <li>• The supply paperwork is either incorrect or missing.</li> <li>• The condition code on the shipping document is incorrect.</li> <li>• A recurring error is received.</li> </ul> <p>Submit a Packaging SDR for the following reasons:</p> <ul style="list-style-type: none"> <li>• You receive damaged material (due to bad packaging) that may endanger life or hinder combat or deployment. Contact the shipper immediately and follow up with an SDR within 24 hours of receipt.</li> <li>• You receive Improperly packed hazardous material.</li> <li>• You received a package that failed to protect the item. It was damaged, lost or parts of it were lost, and repairing it or replacing missing parts would cost more than \$100<sup>00</sup>. If the item, shipment or package costs more than \$2,500<sup>00</sup>, submit an SDR regardless of the repair/replacement cost.</li> <li>• Improperly packed customer returned material. Also, transshipments.</li> <li>• Items with improper preservation or improper unitization.</li> <li>• You receive an item without the proper, reusable container.</li> <li>• You receive an improperly identified container.</li> <li>• Excessive packaging by contractors resulting in additional costs to the Government.</li> <li>• Discrepancies in DRMO shipments.</li> </ul>
<p>4. Are these the only times I fill out an SDR?</p>	<p>No.</p> <p>There are various instances when an SDR is submitted. For example, should your unit receive an item for transshipment to another activity, the final receiver will bill you for any visible shipping discrepancy unless you have already reported the discrepancy yourself. Also, should your unit receive an item of equipment to repair or modify and place back into stock, then an SDR must be submitted for shortages, missing (non-expendable) Basic Issue Items (BI) or components, missing technical data, etc., or your unit will have to pick up the extra replacement costs. The turn-in authorization will tell the unit what BI/Components must accompany the turn-in, and/or authorize their retention by the unit.</p> <p>Read AR 735-11-2, §IC and VI for further information.</p>
<p>5. Do I submit an SDR for a missing shipment?</p>	<p>Not necessarily.</p> <p>An SDR should not be submitted for a missing shipment if that shipment was made using traceable means (e.g., Government or Commercial Bill of Lading; GBL/CBL), unless you can determine that it is not a transportation-type discrepancy. If the transportation activity has not picked up the shipment for delivery, then submit an SDR (unless an A6 denial has been posted).</p>
<p>6. Should I submit an SDR for a damaged shipment?</p>	<p>Again, not necessarily.</p> <p>An SDR will be submitted if the damage is a shipper-type deficiency, i.e., damage that is only noticeable after the undamaged freight or outer container has been opened. Annotate a statement on your SDR describing the damage and how it was found. Also, submit</p>

	<p>photos or any other evidence with the SDR. This will make it easier for the shipper to investigate the cause and help prevent contested SDRs.</p> <p>Should the freight or outer container be damaged (as well as part or all of the contents), then this will be a transportation type discrepancy and will not be reported on an SDR.</p>
<p>7. What are transportation type discrepancies and how do I report them?</p>	<p>These discrepancies include shipments that are astray, shortage of all or part of a shipment (assuming it has left the shipping activity), pilferage, theft, damage, vandalism, etc. These will be reported on SF 361, Transportation Discrepancy Report (TDR), IAW Appendix E of AR 55-38. Notify the appropriate authorities IAW this reference and distribute the TDRs within the time frames listed in Chapters 2 and 3. Submit all available evidence.</p> <p>Should the affected items be Classified, Sensitive or Controlled, then report discrepancies on DD Form 173/2, Joint Message Form IAW AR 55-38.</p> <p>Shipments made by the US Postal Service that either do not arrive or arrive in a damaged condition, will be reported by SDR and not by TDR.</p>
<p>8. How do I know which blocks to fill out on an SDR and what information is required?</p>	<p>Most of the blocks on the SF 364 are self-explanatory. However, a good place to look to be 100% sure is in Defense Logistics Agency Instruction (DLAI) 4140.55. An extract from the instruction has been appended to this list.</p> <p>It is important to put a Report Control Number in column 2 of SF 364. This will assist all persons involved in the processing of SDRs in keeping track of each individual form. Numbers are assigned locally and should include at least the FY and a sequential numerical number.</p> <p>Remember to include all available information in block 12 of the SDR as well as requesting information. For example:</p> <ul style="list-style-type: none"> <li>• Damaged shipments. Describe the damage and how it was found (e.g., after opening a container). Say why it can not be transportation related.</li> <li>• Missing shipment. Say whether a shipment status has been posted to the DHF.</li> <li>• Missing components/BII. Tell the unit how and where to send the missing items. Include any required annotations on the shipping documents. They must have authorization from the inventory manager to retain items.</li> <li>• Tell the shipper that you have no requirement for the incorrect or damaged item when you are requesting disposition instructions.</li> <li>• Request disposition of shelf-life expired items, an extension may have been provided.</li> </ul>
<p>9. What do I do with the discrepant material after I have submitted an SDR?</p>	<p>Paragraph 16-52a(1) of AR 735-5 states:      "When submitted, a ROD (SDR) serves to suspense received overages, shortages and damaged Government property until disposed of or taking authorized adjustment action".      In other words, tag the material and set to one side awaiting disposition instructions from the shipper or any other form of <i>authorized</i> disposal action. Follow authorized storage practices,</p>

	<p>especially for hazardous material.</p> <p>By the way, do not forget to request disposition instructions from the shipper, especially for items that you cannot use or would be excess to your requirements.</p>
<p>10.</p> <p>a. What do I do if I find a shipping type discrepancy on material in storage?</p> <p>b. What should I do if my SSA issues me material with a shipping type discrepancy.</p>	<p>a. Normally an adjustment action is called for. However, should the discrepancy be a short shipment or a wrong item discrepancy <u>discovered upon opening a sealed vendor's pack</u>, then you can submit an SDR. There is no time frame limit for the submission of this type of SDR. The reason for the delay must be entered in block 12 to inform the vendor/shipper. Also, the contract number from the packaging must be annotated, along with lot number and original document number (can be constructed if original is not traceable).</p> <p>b. Should your unit be issued a <u>sealed vendor pack</u> as a customer and a short shipment/wrong item discrepancy be discovered upon opening it, then your claim should be directed to the vendor rather than the issuing activity. Claims for other types of shipping discrepancies should be made IAW authorized local procedures.</p>
<p>11. What are the time frame limits for submitting SDRs?</p>	<p>They vary depending on the type of shipment and shipper. The official limits are listed in AR 735-11-2, § VI B. The best thing to do though is to submit as soon as possible after the discovery of the deficiency. As a quick check, use the following:</p> <p><i>GSA Shipments:</i> Within 225 calendar days of the date of shipment.</p> <p><i>CONUS Shipments:</i> Within 105 calendar days from shipping date.</p> <p><i>USAREUR:</i> Within 60 calendar days of the date of shipment.</p> <p><i>Sealed vendor pack:</i> <u>No</u> time limit.</p> <p>Time limits for reporting discrepancies relating to contractor warranties are prescribed in individual warranty clauses and/or contracts.</p>
<p>12. What should I do if I unpack an item and it is wet or rusty for example, or it is unserviceable or doesn't operate the way it is supposed to?</p>	<p>For the first part of the question, then all Preservation, Packaging and Marking deficiencies will be reported by SDR (SF 364). For the second part of the question, then all Product Quality Deficiencies discovered on new or newly reworked Government owned property that fall under the provisions of AR 702-7-1 and DLAR 4155.28, will be reported on a PQDR (SF 368).</p> <p>Within the USAREUR theater, should you find a quality deficiency or even have a question about them, then call the below listed:</p> <p>GSC-E  Customer Complaint Team  DSN: 483-3333  FAX: 483-3303  EMAIL: <a href="mailto:cct@gsce.21tsc.army.mil">cct@gsce.21tsc.army.mil</a></p>
<p>13. Are there dollar limitations on items that I submit SDRs for?</p>	<p>Yes there are and they fall mainly under two (2) categories, Shipping and Packaging SDRs. The dollar values for packaging SDRs were addressed in Question 3 of this list. The shipping SDRs can generally be split into two categories also; those with a line item value in excess of \$100<sup>00</sup> and those in excess of \$0<sup>00</sup> (in other words, there is no lower limit). A quick breakdown would be:</p> <p>Submit SDRs <u>regardless of dollar value</u> for:</p> <ul style="list-style-type: none"> <li>• Shipments from contractors, manufacturers and vendors.</li> <li>• Classified, sensitive or controlled inventory items.</li> </ul>

	<ul style="list-style-type: none"> <li>• Duplicate shipments; erroneous or misidentified materiel; unacceptable substitutes.</li> <li>• Materiel shipped to the wrong activity.</li> <li>• Item technical data markings are missing and/or incomplete.</li> <li>• Supply documentation is missing or improperly prepared.</li> <li>• Repetitive discrepancies.</li> <li>• Shortages and wrong item discrepancies discovered while opening a sealed vendor pack.</li> <li>• Items received with expired shelf-life.</li> <li>• Items received from GSA or from DLA (<i>optional</i>).</li> </ul> <p style="margin-left: 40px;">Submit SDRs for items with line value in excess of \$100<sup>00</sup> when:</p> <ul style="list-style-type: none"> <li>• They are shortages or overages.</li> <li>• Materiel is received for cancelled (confirmed only) requisitions.</li> <li>• The condition of a received item is other than that shown on the shipping document.</li> <li>• Materiel reported shipped by parcel post that either is not received or is received in a damaged condition.</li> </ul> <p>It is sometimes expeditious to submit an SDR regardless of value.</p>
<p>14. Is a PseudoReceipt the same as an SDR?</p>	<p>Not in wholesale supply although retrograde shipments are handled differently. AR 710-2, § 3-27, 4-32 and Table B-5 F7 explain how to process a PseudoReceipt. A PseudoReceipt will not be processed for nonexpendable items and various controlled items. One will be processed if the following conditions are met:</p> <ul style="list-style-type: none"> <li>• There is an outstanding due-in/due-out recorded on the document history file (DHF).</li> <li>• Shipment status has been posted to the DHF.</li> <li>• Materiel has not been received.</li> <li>• Sufficient time has elapsed for delivery.</li> <li>• The required number of follow-ups has been made (in OCONUS, three follow-ups; the first not less than 30 days after posting of shipment status and all three not less than 45 days after the posting).</li> </ul> <p>However, should the PseudoReceipt be an automatic, digitized version produced by SARSS, then the first two conditions above have already been fulfilled. Check whether the materiel has been received but the receipt not posted. Check also that the receipt has not been posted to an incorrect RIC. To ensure sufficient time has elapsed for delivery, and if the priority is not high, a further waiting period of up to 30 days <u>can be</u> made. Otherwise, initiate a transportation tracer action.</p>
<p>15. If I receive an incorrect item, should I immediately submit an SDR?</p>	<p>Only if the item is obviously incorrect, e.g., a tire instead of a brake pad. If the item is similar but not exactly what was requested (e.g., a plastic seal in place of a rubber seal), then the item might be an authorized substitute. This should be checked first in the appropriate technical manuals and/or FEDLOG program. When the substitute is not authorized, then submit an SDR.</p> <p>It is also possible that a different NSN has been received but only the Unit of Issue (UI) is different (e.g., gallon in lieu of pint). In this case, an SDR need not be submitted. However, should a sealed pack be</p>

	marked with one UI and contains a different UI, then submit an SDR. Should a customer use the appropriate code on the requisition requesting <u>NO</u> substitute or quantity adjustment, then submission of an SDR is valid.
16. When should I send a follow-up to my SDR?	If you submitted your SDR through the below listed office as is officially required, or furnished a copy to them at time of submission, then your follow-up will be performed for you: 200 <sup>th</sup> TSC MMC; SDR Section Unit 23203, ATTN: AERLA-MMC-CAV APO AE 09263 If you submitted only a copy to the SSA/Shipper, then a follow-up should be sent 30 days later if no reply has been received.
17. What if I don't get any reply from the shipping activity?	Submit copies of all documentation to the above office marked as an 'Unresolved Report'. Should a reply not be received to a follow-up within 15 days, the above Section will forward copies to the shipper's focal point office requesting action.
18. How about if I don't agree with the shipper's findings?	This is called a contested SDR and will also be submitted to the above focal point office. This activity, in cooperation with the shipper's focal point office, will arbitrate the final decision regarding the claim. By the way, an SDR originator can correct, modify or cancel any discrepancy report by submitting a new one. The second report must be clearly marked with the original report number, action required, and the reason(s) for the action. Cancel any report that is later found to be not valid.
19. Is the above office the only place that I should send a xerographic copy of my SDR to?	No. If your activity is part of a satellite unit of the General Support Center – Europe (GSC-E), then a copy (front page only) should be sent to: General Support Center – Europe ATTN: AERSC-QA (CCT; SDR Section) CMR 429 APO AE 09054 (by mail or courier as appropriate).
20. Will the introduction of the Single Stock Fund (SSF) affect my submission of SDRs?	The introduction of the SSF will not affect your submission of SF 364, at least, not for the foreseeable future. You will probably find that, due to a heightened fiscal overview, more precedence will be given to the submission, research and processing of all deficiency reports. Units will still be operating under a budget parameter.
21. How can I keep track of all my SDRs?	Apart from maintaining a manual file for the storage of SDR related documentation, a digitized database (based on the current fiscal year) should be used for managing SDRs. Both EXCEL and ACCESS are suitable for establishing such a base. The base will also enable a control of your local Report Control Numbers. Closing actions must be included in the database. A suspense file for all submitted SDRs must be established and maintained.

**Note:** Although all care has been taken to provide correct and up-to-date information in the above list, the responsibility for complying with the official regulations and procedures remains with the individual.

Questions concerning the submission of SDRs can be addressed to the last above address, or by calling:

GSC-E Customer Complaint Team

DSN: 483-3333

FAX: 483-3303

**References:**

1. Defense Logistics Agency Instruction (DLAI) 4140.55 Reporting of Supply Discrepancies
2. Department of Defense (DoD) Publication 4000.25-M, Chapter 18 Material and Transportation Discrepancies
3. Army Regulation (AR) 735-11-2 Reporting of Item and Packaging Discrepancies
4. Army Regulation (AR) 710-2 Inventory Management Supply Policy Below the Wholesale Level
5. Army Regulation (AR) 735-5 Policies and Procedures for Property Accountability
6. Army Regulation (AR) 55-38 Reporting of Transportation Discrepancies in Shipments
7. Army Regulation (AR) 702-7-1 Reporting of Product Quality Deficiencies Within the US Army

**INSTRUCTIONS**

DEPARTMENT OF DEFENSE...DLAR 4140.55/AR 735-11-2/NAVSUPINST 4440.127E/AFR 400-54/MCO 4430.3E, Reporting of Item and Packaging Discrepancies, and/or DLAR 4140.60/AR 12-12/NAVSUPINST 4920.9B/AFR 67-7/MCO 4140.1B, Processing Discrepancy Reports Against Foreign Military Sales Shipments.

CIVILIAN AGENCIES.....See FPMR handbook cited in 19f(2)(a).

<b>REPORT OF DISCREPANCY (ROD)</b>				1. DATE OF PREPARATION	2. REPORT NUMBER			
<input type="checkbox"/> SHIPPING <input type="checkbox"/> PACKAGING								
3. TO (Name and address, include Zip Code)				4. FROM (Name and address, include Zip Code)				
5a. SHIPPER'S NAME				5b. NUMBER AND DATE OF INVOICE		6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCM, etc.)		
7a. SHIPPER'S NUMBER (Purchase Order/Shipmt, Contract, etc.)			7b. OFFICE ADMINISTERING CONTRACT			8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.)		
9. SHIPPING, BILLING, AND RECEIPT DATA				10. DISCREPANCY DATA				11.
NSN/PART NUMBER AND NOMENCLATURE (a)	UNIT OF ISSUE (b)	QUANTITY SHIPPED/ BILLED (c)	QUANTITY RECEIVED (d)	QUAN- TITY (a)	UNIT PRICE (b)	TOTAL COST (c)	CODE (d)	AC- <sup>2</sup> TION CODE
12. REMARKS (Continue on separate sheet of paper if necessary)								

1. DISCREPANCY CODES	2. ACTION CODES	
<p><b>CONDITION OF MATERIAL</b></p> <p>C1 - In condition other than that indicated on release/receipt document</p> <p>C2 - Expired shelf life</p> <p>C3 - Damaged parcel post shipment</p> <p><b>SUPPLY DOCUMENTATION</b></p> <p>D1 - Not received</p> <p>D2 - Illegible or mutilated</p> <p>D3 - Incomplete improper or without authority (Only when receipt cannot be properly processed)</p> <p><b>MISDIRECTED MATERIAL</b></p> <p>M1 - Addressed to wrong activity</p> <p><b>OVERAGE/DUPLICATE SHIPMENTS</b></p> <p>O1 - Quantity in excess of that receipt document</p> <p>O2 - Quantity in excess of that requested (Other than unit of issue pack)</p> <p>O3 - Quantity duplicates shipment</p> <p><b>PACKING DISCREPANCY</b></p> <p>P1 - Improper preservation</p> <p>P2 - Improper packing</p> <p>P3 - Improper marking</p> <p>P4 - Improper unitization</p>	<p><b>PRODUCT QUALITY DEFICIENCIES</b></p> <p>Q1 - Deficient material (Applicable to Grant Aid and FMS shipments only)</p> <p><b>SHORTAGE OF MATERIAL</b></p> <p>S1 - Quantity less than that on receipt document</p> <p>S2 - Quantity less than that requested (Other than unit of issue pack)</p> <p>S3 - Non-receipt of parcel post shipments</p> <p><b>ITEM TECHNICAL DATA MARKINGS (i.e., Name Plates, Log Books, Operating Handbooks, Special Instructions, etc.)</b></p> <p>T1 - Missing</p> <p>T2 - Illegible or mutilated</p> <p>T3 - Precautionary operational markings missing</p> <p>T4 - Inspection data missing or incomplete</p> <p>T5 - Serviceability operating data missing or incomplete</p> <p>T6 - Warranty data missing</p> <p><b>WRONG ITEM (Identify requested item as a separate copy in Item 9 above)</b></p> <p>W1 - Incorrect item received</p> <p>W2 - Unacceptable substitute</p> <p><b>OTHER DISCREPANCIES</b></p> <p>Z1 - See remarks</p>	<p>1A - Disposition instructions requested. (Reply on reverse)</p> <p>1B - Material being retained. (See remarks)</p> <p>1C - Supporting supply documentation requested</p> <p>1D - Material still required expedite shipment. (Not applicable to FMS)</p> <p>1E - Local purchase material to be returned at supplier's expense unless disposition instructions to the contrary are received within 15 days. (Reply on reverse). (Not applicable to FMS)</p> <p>1F - Replacement shipment requested (Not applicable to FMS)</p> <p>1G - Reshipment not required. Item to be re-requisitioned.</p> <p>1H - No action required. Information only</p> <p>1Z - Other action requested. (See remarks)</p>

13. FUNDING AND ACCOUNTING DATA	
14a. TYPED OR PRINTED NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL	14b. SIGNATURE

15. DISTRIBUTION ADDRESSEES FOR COPIES

## PREPARATION OF STANDARD FORM (SF) 364.

Indicate whether shipping discrepancy or packaging discrepancy by placing an "X" in appropriate box(es) at top of form.

Item 1. **Date of Preparation:** Use month, day, and four-position year format.

Item 2. **Report Number:** Use the locally assigned report number.

Item 3. **To:** In-the-clear name, address, ZIP code and DoD Activity Address Code (DoDAAC) and/or Routing Identifier Code (RIC) (if assigned), and attention symbol/code of action activity.

Item 4. **From:** DoDAAC and/or RIC (if assigned), name, address and ZIP code of the reporting activity (consignee). Enter the in-the-clear address.

Item 5a. **Shipper's Name:** Enter name, DoDAAC and/or RIC, and address of shipper (consignor) when different from Item 3.

Item 5b. **Number and Date of Invoice:** Enter number and date of vendor's invoice or shipper's bill number. Attach copy of invoice to SF 364. (Not applicable to packaging discrepancies).

Item 6. **Transportation Document:** Enter the type of transportation document, GBL, CBL, manifest, waybill, insured/certified US Postal Service, or transportation control and movement document (TCMD) and the identifying number assigned to such a document. This is a mandatory entry when shipment received was made by traceable means, e.g., GBL, CBL. Further for US SDRs, for discrepancies involving shortages, include the following statement in Item 12 – 'Shortage has been verified as not being transportation related'.

Item 7a. **Shipper's Number:** Enter shipment number (when more than one shipment is made under a contract or requisition) and contract or document number (e.g., contract, purchase order, etc.).

Item 7b. **Office Administering Contract:** Name, address, and ZIP code of the Contract Administration Office (CAO activity which directed/arranged shipment).

Item 8. **Requisitioner's Number:** Enter the requisitioning activity's number, e.g., requisition, purchase request, and suffix code if applicable. Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase is involved. Only one document number will be included on each SF 364.

Item 9a. **NSN/Part Number and Nomenclature:** If item received is different from item shown on shipping documents, or different from item ordered, show each item on a separate line. For serial numbered principal items, sets, kits and outfits, list the item individual serial number first, followed by the discrepancies applicable to that serial number. NOTE: Sets, kits and outfits showing an assembly order number, the assembly order number should also be listed.

Item 9b. **Unit of Issue:** Enter unit of issue as billed or indicated on shipping document for each item listed in 9a. Not applicable to packaging discrepancies.

Item 9c. **Quantity Shipped/Billed:** Enter quantity of item shipped or billed. When code C1 is applicable, enter the quantity and the supply condition code of the item when shipped (e.g., 980A).

Item 9d. **Quantity Received:** Enter the quantity of item received.

Item 10a. **Discrepancy Quantity:** Enter the discrepant quantity. If code C1 is applicable, enter the quantity and the supply condition code of the item received. If total quantity received is classified under more than one condition code, enter separately each partial quantity so classified, followed by the applicable condition code, e.g., 960A, 20F.

Item 10b. **Discrepancy Unit Price:** Enter the unit price as billed or shown on shipping document.

Item 10c. **Discrepancy Total Cost:** For shipping discrepancies, enter the total cost of the material (10a x 10b). For US SDR packaging deficiencies, enter total cost for corrective packaging of all discrepant items. For SDRs reporting both a packaging and a shipping discrepancy on the same item, enter on separate lines both the total value of the material and the total cost of corrective packaging.

Item 10d. **Discrepancy Code:** Nature of the discrepancy using the discrepancy codes listed on the face of the form. If a condition exists that is not listed, use code Z1 and describe the discrepancy in item 12, Remarks. When code C2, Expired Shelf Life, is applicable, enter the following information under item 12, Remarks:

1. Manufacturer's name and CAGE Code (if available).
2. Contract/purchase order number
3. Date manufactured, cured, assembled or packed as appropriate, and expiration date for Type 1 (nonextendible) shelf-life items and inspection or test date for Type II (extendible) shelf-life items.
4. Lot/batch number.
5. Location of material.
6. Name, address and telephone number of POC.
7. Nature of complaint stating in detail why material is unsatisfactory.

Item 11. **Action Code:** Enter requested action/action taken by SDR initiator from codes listed on the face of the form. If action is other than that covered by listed action codes, use code 1Z and explain action requested in item 12, Remarks. Action code 1D and 1F will not be used on reports prepared to cover GSA shipments; material required must be re-requisitioned.

Item 12. **Remarks: General conditions:** Use for any supplemental information when the combination of discrepancy codes and action codes needs clarification; when discrepancies need explanation; and when a breakdown of cost to report, in terms of labor man-hours and materials, is required. Specific data such as appearance, lot/batch number, manufacture or packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action should be entered here. Provide photos where it would assist in determining the cause/validity of the discrepancy/deficiency.

**Packaging Discrepancies Noted at Defense Distribution Depots:** To ensure proper billing, indicate if the material is a major item, i.e., ships, aircraft, missiles, ammunition, vehicles, etc., or secondary item, i.e., any item that supports a major item such as reparables, consumables, assemblies, etc. Annotate projected or actual costs for labor and repackaging materials. If actual, indicate the date corrective action was taken.

**Information Contact:** Include name and communication numbers, e.g., DSN and commercial telephone numbers, facsimile number, and E-mail address of the person to be contacted for additional information if different from that entered in item 14a.

**For Defense Distribution Depots that mail hard copies:** Indicate the type of receipt involved, e.g., procurement, customer return, receipt for the retail supply account, etc.

**Discrepancies in Sealed Vendor Packs:** Enter, if available, the contract number and lot number from the item package and the words "concealed discrepancy found upon opening of sealed vendor pack".

**Special Conditions:** For shortages or nonreceipt of GSA items shipped via US Postal Service – cite whether all packages shown as shipped in item 5 of GSA or DD Form 1348-1A were received. For classified material – cite whether indications of container tampering were evident or not; indicate whether a security deviation inquiry may be necessary at the origin.

**Item 13. *Funding and Accounting Data:***

For packaging discrepancies, the accounting/appropriation fund cite may be entered in this block by the SDR initiator if reimbursement funds/credits are expected for costs incurred to correct reported deficiencies.

For shipping discrepancies, use to identify the original requisition fund code to be credited when this information is not otherwise available to the action office. When using a constructed document number, use to identify the fund code and bill-to/credit-to DoDAAC, if different from that in the document number which is cited in block 8.

**Item 14a. *Typed or Printed Name, Title and Phone Number of Preparing Official:*** Self-explanatory. Include both commercial, DSN, and facsimile communication numbers and E-mail address, if available.

**Item 14b. *Signature:*** Self-explanatory.

**Item 15. *Distribution Addresses for Copies:*** Enter other addressees receiving copies of the report.

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