**Defense Non-US Government (Broker) Order Packaging Checklist**

**SHIPPER # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| ***1st*** | ***2nd*** | ***1st and 2nd verification initial required in all boxes.*** | |
|  |  | **Verified lot/batch numbers and correct quantities.**  \*Note – A shipment can have the same lot/batch number, but different quantities. If the quantities are the same, check the line item number on the pick ticket.  **Shipment total quantity:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_**Verified quantity:** ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **DO NOT PROCEED IF QUANTITIES DO NOT MATCH. SEE A LEAD OR MANAGER** | |
|  |  | **Does your shipment require and AES/SLI? (International Shipment)**  No  - Proceed with packaging shipment(s).  Yes - AES: Have AES filed before shipment. (see Shipping Lead)  SLI: Have SLI filled out, accompany with shipment. (see Shipping Lead) | |
|  |  | **Does your shipment contain Work Order ID numbers?**  No  - Proceed with packaging shipment(s).  Yes  - **Do not consolidate Work Order ID’s. Do not remove IFS Lot/Batch labels that associate with Work Order ID’s.**  \*Note – Transfer or reprint lot/batch labels as necessary. | |
|  |  | **Does your order require freight or LTL (Less Than Load)?**  No  - Procced with packaging shipment(s).  Yes  - Prep your shipment for LTL and process through the carrier system. Schedule the pickup through the carrier freight systems, or have a pickup scheduled by the Shipping Lead. | |
|  |  | **Does your shipment require DHL shipping? (Uncommon shipment type)**  No  - Proceed with packaging shipments(s)  Yes  - Prep your shipment for processing and use the DHL website on the shipping workstations. Once shipped, take your shipment(s) to Commercial Operations for the daily scheduled DHL pickup. | |
|  |  | **Does your shipment contain hazardous material?**  No  - Proceed with packaging shipments(s)  Yes  - Notify shipping lead or trained hazmat personnel. All hazmat shipments  must be accompanied by form ASC-WDL-0008. | |
| Packed By Print Name: | | | Inspected By Print Name: |
| Sign: Date: | | | Sign: Date: |