



NATIONAL FORWARDING COMPANY, INC.

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DATE: September 11, 2009
TO: Origin Agents Serving JPPSO Colorado Springs, CO
FROM: Tim Helenthal, Vice President, Agency Services
SUBJECT: **JPPSO COS Notification – Paperwork Requirements**

We recently received the following guidance from JPPSO COS regarding the return of paperwork to their office after a shipment is picked up. Please be sure to read it and help us comply with the requirements by promptly providing JPPSO with paperwork as requested.

“ATTN: TSP’s and Agents
SUBJECT: Documentation & Invoicing Submission

To ensure documentation and invoices are received and processed in a timely manner, follow the below guidance.

All Origin documentation (Weighted paperwork) for TOPS/DPS shipments must be submitted to the Shipment Distribution section as soon as possible, but not later than seven workdays after pickup date (IAW DTR Chp IV Appx B Para HH & Attch U-R para C.13). This office requires the following documentation; Weighted GBL/BL, (Gross/Tare/Net/Pro Gear Weights) legible Weight Tickets, signed DD Form 619/DD619-1, Inventories and Third Party Approval/Invoices.

Automated invoices processed through PowerTrack via CWA/DPS will not be approved until all origin & supporting documents are received by Shipment Distribution.

**Note: The preferred method for receiving documentation is via e-mail.

Please include the following in the subject line: Weighted Paperwork along with the GBL/BL number. Also, be sure to turn on read receipts for all e-mails to ensure your documents were received by this office. All documents can be mailed, e-mailed or faxed to:

ATTN: Shipment Distribution
121 South Tejon Str. Ste. 800
Colorado Springs, CO 80903
E-mail: shipment.distribution@jppso-cos.af.mil
Fax: (719) 554-6174
Phone: (719) 554-9295

All invoices and non-PowerTrack DD Forms 619/619-1’s that require certification for payment, must be submitted to the Supplier Support section.

**Note: Do not include weighted paperwork with your invoice you are submitting for payment. Invoices can be can be mailed, e-mailed or faxed to:

ATTN: Supplier Support
121 South Tejon Str. Ste. 800
Colorado Springs, CO 80903
E-mail: 619@jppso-cos.af.mil
Fax: (719) 554-6177
Phone: (719) 554-9259

Weighted paperwork and Invoices should be submitted separately to the appropriate sections. Submitting these documents to the same section will cause a delay in the processing of your paperwork/payment.”