

SAMM C15.5.4.6. Delivery Reporting states SCOs must report the delivery of BPC materiel within 30 days. Items are considered delivered when transferred to a representative of the recipient nation. SAMM Table C15.T6 provides options for reporting shipment deliveries. At least one of the methods listed in C15.T6 (and also listed below for reference) should be used to report delivery.... Instructions and forms for direct and manual reporting in EFTS can be found at the EFTS Tab located in the Case Execution Community of SCIP (<https://www.scportal.us/home/>) and on the Publications page of the DSCU web page. Other formats for reporting must be approved by DSCA/STR and DSCA/PGM.

SAMM Table C15.T6. – Delivery Reporting Options:

- Direct Data Entry into EFTS (On-line Single Receipt)
- Manual Entry into EFTS (On-line Multiple Receipts)
- Shipment Delivery Report Upload
- Shipment Delivery Report E-mail (Off-line Reporting)

Instructions for SCO Delivery Report:

The Delivery Report Template_SCO is used to report receipt of material at the POD or in country by the SCO or their representative and should be uploaded through EFTS on the SCIP Portal at <https://www.scportal.us>. The same spreadsheet can be used with new information added and resubmitted. Once on the SCIP Portal go to Case Execution/EFTS/Input/Upload for SCO. Browse the local drive, select the spreadsheet, and upload the spreadsheet. The spreadsheet cannot be altered in any manner or the upload will fail. For example, do not delete the 2 header rows or any columns or shift the location of any column. If the ability to upload the spreadsheet does not exist, then email the spreadsheet to navsup_wss_eftssco@navy.mil and the EFTS team will upload the spreadsheet.

Following are the data field column names and description and instructions for what is on the spreadsheet.

- Transportation Control Number - The 17 character Transportation Control Number (TCN) of the package received.
- Requisition Number - The Document Number received. Include the suffix (Alpha character in position 15 of the requisition number) if applicable.
- Quantity - The number of items received.
- Current Location - The location where the material has been received. Enter the City, State, Country, etc.
- Case Designator - The 3 alpha character Foreign Military Sales Case that the material was requisitioned under.
- POD Receipt Date - The date received at the Port of Debarkation. Typically the entry point into the country.
- POD Shipment Date - The date the material was shipped from the POD to the final destination in country.
- Final Receipt Date - The date the material is received by in country personnel. This is the final acceptance of material receipt by the country.
- Carrier Tracking Number - The Carrier Tracking number assigned to the shipment from the POD to the in country final destination. If a carrier number not assigned, leave blank.

- Discrepancy - If the material contained a discrepancy, indicate the type of discrepancy from the drop down list, otherwise leave blank.
- New TCN - Enter the TCN assigned to the shipment from the POD if different than the original TCN, otherwise, leave blank.
- National Stock Number - Enter the 13 digit National Stock Number (NSN). If there is no NSN, Leave column L blank and enter the part number in Column O.
- Unit of Issue - Enter the Unit of Issue of the material.
- Nomenclature - Enter the nomenclature of the material received.
- Part Number - Enter the part number or other identifying information if NSN not provided.
- Remarks - Enter any remarks associated with the material or its receipt.