

DD FORM 1348-7 INSTRUCTIONS

1	Enter the product code.
2	Enter the NSN.
3	Enter the unit of issue.
4	Enter the quantity determination method. Indicate if gross or net (quantity at 60 degrees Fahrenheit) is reflected as the shipment quantity. If using the Adobe fillable version, select the determination method from the drop box.
5	Enter the applicable quantity (gross or net) of the shipment. If form is used to document individual loads of a consolidated shipment transaction, enter the quantity for the load on individual shipment documents, and enter the total shipment quantity if for a consolidated shipment document.
6	Enter the shipment document number (Shipper DoDAAC + 4 digit Julian date + 2 digit grade code + 2 digit serial number). For example, the first JP8 shipment for 16 Jan 06 from FP4418 would be FP44186021J801.
7	Enter the date of the shipment (Mmm dd, yyyy).
8	Enter the mode of transport. If completing the form using .pdf fillable version select the appropriate mode from the drop box.
9	Enter the cargo or batch number if applicable.
10	Enter the date the shipment upload began (Mmm dd, yyyy).
11	Enter the date the shipment upload was completed/ended (Mmm dd, yyyy).
12	Enter the name of the Shipping DFSP in column a. and the name of the Receiving DFSP in column b.
13	Enter the DoDAAC of the Shipping DFSP in column a. and the DoDAAC of the Receiving DFSP in column b.
14	Enter the appropriate address of the Shipping DFSP in column a. and the appropriate address of the Receiving DFSP in column b.
15	Enter the name of the Point of Contact for the Shipping DFSP in column a. and the name of the Point of Contact for the Receiving DFSP in column b.
16	Enter the telephone number of the Shipping DFSP in column a. and the telephone number of the Receiving DFSP in column b.
17a	Enter the signature of the Shipping DFSP authorized representative.
17b	Enter the date signed (Mmm dd, yyyy).
18	The Receiving DFSP must enter the verified receipt quantity.
19	Enter the difference between quantity shipped and receipt quantity verified at the Receiving DFSP. If using Adobe .pdf fillable version of the form, the total variance will automatically compute when the receipt quantity is entered.
20	Enter the percentage of the variance between quantity shipped and quantity received. (Divide variance quantity by total quantity shipped.) If using Adobe .pdf fillable version of the form, the variance percentage will automatically compute when the receipt quantity is entered.
21	Enter the date of the receipt (Mmm dd, yyyy).
22	Enter the receipt quantity determination method. Indicate if gross or net (quantity at 60 degrees Fahrenheit) is reflected as the receipt quantity. If using the Adobe fillable version, select the determination method from the drop box.
23	Enter the signature of the Receiving DFSP authorized representative.
24	Enter the date signed (Mmm dd, yyyy).
25	Enter appropriate remarks, alternate release information, and other pertinent shipment data such as seal numbers, quality results, etc. in the Remarks block. Additional sheets, such as quality analysis reports, etc. may be attached to the shipment document as applicable.