



International Services



Form Title: Master Shipment Register (HQ-1)

Purpose: This form is used to track shipments from call forward to final arrival in-country. The form provides a snapshot of commodity movement by region basis.

Timetable: This form should be updated as information becomes available. The originals should be maintained by the appropriate/designated HQ personnel.

Submission: Copies should be submitted on a quarterly basis to Commodity Management, Logistics, Business Operations, Desk Offices and Corporate Finance.

Directions:

Region-Self-explanatory

Desk Officer Name- Self-explanatory

Report #- Reports should be numbered sequentially to assist in tracking shipping and receipt information.

Page #- This report may have multiple pages and each page should be numbered sequentially. For example 1 of 23, 2 of 23, 3 of 23 23 of 23.

Report Date-This is the date the report is finalized and transmitted to other offices within the corporation.

Commodity (Package)- Each ordered commodity must be identified along with the requested packaging. If the same commodity is ordered in separate packaging it should remain separate on this form. For example vegoil oil requested in 4L tins and 208L Drums for the same project should remain separate.

Donor- The agency, organization or PVO which is providing the commodity.

AP #- This number is provided to all projects based on funding source. The AP number will be required on all subsequent documentation

Agreement Total- The figure comes directly from the grant agreement or like documentation with donor. The figure must be entered in net kilograms. To convert from Metric Tons (MT) to kilos you take the MT figure and multiply by 1,000.

Quantity to be Shipped on this Vessel- This is the amount called forward for a particular commodity and particular shipment.

Remaining Program Balance- This is the balance of commodities, approved by the donor, which have not been called forward or processed for shipping. It is important to note that each subsequent time a particular commodity is called forward the new remaining balance is calculated by subtracting the “quantity to be shipped on this vessel” amount from the previous remaining balance for that particular commodity.

ETA Load Port- This is the date given from the freight forwarder. This is the date the vessel will present for loading at the US port (Lake Charles, Jacinto Port, Baltimore etc), not the day the commodities will be available at the US port. This date will most likely be given in a range and therefore the month is acceptable.

Date Lifted on Vessel- This is the date the vessel completed lifting the commodities and prepared to depart from the US port.

Vessel Name- This is the name of the vessel and not the liner company.

Quantity Loaded- This is the actual quantity loaded as per the Bill of Lading. This information is normally printed directly on the Bill of Lading. If this information is not available on the Bill of Lading an “out-turn” survey can be requested through our freight forwarder.

Final Discharge Location- This is port of call or inland destination where ARC will take delivery of the commodity.

ETA Final Discharge Location- This date will most likely come in a range from the freight forwarder. This date is merely for panning purposes and the month commodities are expected is acceptable.

Quantity Discharged-This is the total amount discharged from the vessel and received by ARC. This figure will come off of the independent surveyor’s final report.

Comments- This section should be used to make any remarks regarding the commodities throughout the entire transportation cycle from US load port to the delivery point to ARC.

TOTALS- Total are calculated on the bottom to determine the total quantity ordered, loaded and received within a given time frame. The spreadsheet will automatically calculate these totals.