

August 1, 2011

## NOTICE TO THE TRADE


### Bill of Lading (BOL) Requirements for All Vendors

Effective August 8, 2011, the following will be required on all Bills of Lading associated with a USDA contract:

1. Shipper Name and Shipment Origin Address
2. USDA Contractor Name, if different than Shipper
3. Purchase Order Number and Item Number (formerly Contract Number, N/D Number)
4. When provided, Sales Order Number and Item Number (formerly Disposition Number)
5. Material Description, Number and Type of Units, and Net Weight
6. Manufacturer's Lot Code/Lot Identification Number
7. Receiving Party's signature and date of receipt

**NOTE:** When multiple Purchase Order Items are shipped in one conveyance, show the applicable information for each Purchase Order Item.

We thank you for your attention to this requirement and highly value your participation in our programs.



Dave Tuckwiller  
Director  
Commodity Procurement Division