

SAM – TRANSPORTATION MANAGEMENT

DOCUMENTS REQUIRED IN SUPPORT OF CLAIMS

3869

(Revised 03/07)

If you are filing a claim for loss or damage against a carrier, attach the following documents to the claim. If DGS Transportation Management Unit is filing the claim (claims of \$100 or over), send the documents to them. If a vendor is filing the claim against the carrier, send the documents to the vendor.

1. Original bill of lading.
2. Copy of the carrier's freight bill or delivery receipt bearing notation of shortage or damage.
3. Original or certified copy of the purchase or repair invoice.
4. Carrier's inspection report (when issued).
5. Bond of indemnity (available from carriers) in place of the original paid freight bill.
6. Statement of additional facts or conditions when required to sustain reported loss or damage.