

§ 101-41.303 Conversion of commercial bills of lading to GBL's.**§ 101-41.303-1 Necessity for conversion.**

GBL procedures shall be followed to preclude a commercial bill of lading or a commercial express receipt from being used on shipments for the United States, except as provided by law or by this subpart 101-41.3 or by a specific exception to this subpart. Payment of the transportation charges generally will not be made by the Government on such commercial documents alone. However, when a commercial bill of lading or commercial express receipt is unavoidably used on a shipment of property for the account of the United States under circumstances not authorized herein, the words "TO BE CONVERTED TO A U.S. GOVERNMENT BILL OF LADING" must be conspicuously inscribed on the original and all copies of the commercial document.

§ 101-41.303-2 Conversion of commercial bills of lading.

(a) A commercial bill of lading or a commercial express receipt may be converted to a GBL by either of the following procedures:

(1) When the origin carrier requires the original commercial document, the shipper shall surrender it to the initial carrier's agent for his certification as follows:

INITIAL CARRIER'S AGENT, BY SIGNATURE BELOW, CERTIFIES THAT HE RECEIVED THE ORIGINAL OF THIS DOCUMENT

The certification shall be written on the original and all copies of the commercial bill of lading or commercial express receipt, and a memorandum copy thereof shall be returned to the shipper for forwarding to the authorizing agency. The authorizing agency receiving the properly certified memorandum copy of the commercial bill of lading or commercial express receipt shall issue or cause to be issued a GBL, forward the GBL promptly to the origin carrier for transmittal to the billing carrier, and retain the memorandum copy of the commercial document. The billing carrier, having received both the original commercial document and the GBL from the origin carrier, shall execute the "Certificate of Carrier Billing" on the GBL, cross-reference both original docu-

ments, securely attach them together, and use the documents to support its billing.

(2) When the origin carrier does not require the original commercial document, the shipper shall obtain the signature of the origin carrier's agent on the original and all copies and immediately forward the original to the agency that authorized the shipment. The authorizing agency shall issue or cause to be issued a GBL for the shipment involved. The original commercial document and the issued GBL, properly cross-referenced and securely attached together, shall then be forwarded to the origin carrier for transmittal to the billing carrier for execution of the "Certificate of Carrier Billing" and preparation of the SF 1113.

(b) The signature of the initial carrier's agent shall not be required on GBL's converted from commercial documents when it appears on the commercial documents attached thereto.

[42 FR 36672, July 15, 1977, as amended at 50 FR 30708, July 29, 1985]

§ 101-41.303-3 Lost commercial bills of lading.

(a) When the original commercial bill of lading or commercial express receipt has been lost or destroyed and therefore is not available to the billing carrier, the shipper or origin carrier possessing an authentic copy of the commercial document may have it converted to a GBL by the agency that authorized the shipment.

(b) The issuing office shall, before releasing the copy of the commercial document from which conversion is made, reproduce two additional copies of the authentic copy of the commercial document: One to be retained for its records and the other to be forwarded to the agency's paying office.

(c) The issuing office shall forward the copy of the commercial document and the issued GBL, each properly cross-referenced and securely attached together, to the origin carrier for transmittal to the billing carrier which shall execute the carrier's certificate and use the two documents as support for its bill for the charges.

(d) Each agency and department shall develop procedures and controls to preclude more than one GBL being issued for the same shipment and to preclude