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| ⬜ | Call forward (order) adequate quantity of commodity, in  case rate changes and amount received is decreased. |
| ⬜ | Determine cargo packaging   * **Containerized** cargo is shipped in 20- or- 40 foot containers sealed in the country of export to prohibit tampering. Shipping cargo in containers greatly reduces handling-related losses and protects cargo from moisture-related damage, yet port discharge capacity and the availability of ground transport to carry loaded containers must be verified. Containerized shipments for vegetable oil may be cost-effective. * **Break bulk** cargo is pre-packaged in individual bags (usually 25 or 50 kg), tins, or drums. It may or may not be containerized. It may be discharged by crane or by manual labor. * **Bulk** cargo is not pre-packaged. It is either bagged at dockside or transferred by vacuum equipment from the hold to silo storage and bagged by machine on the dock. Empty bags may be shipped with the commodity or, with donor approval, purchased locally. **Verify availability of bags and bagging facilities before placing an order for bulk commodity**. |
| ⬜ | Verify commodity delivery date–based on date sales order was entered into WBSCM–on current **FFP Call Forward Schedule**, available at <http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/resources/implementation-tools> |
| ⬜ | Verify discharge port and final destination. |
| ⬜ | Determine feasibility of through bill of lading (TB/L).   * The shipping company retains custody of the cargo until it arrives at the final destination specified on the TB/L. It therefore assumes responsibility for port operations, inland transportation, and all losses up to the final destination. * A TB/L is often the best alternative in landlocked countries, countries that have experienced very high losses of commodity in port, or instances when commodity is transshipped (discharged at a main port and then loaded onto local ships for delivery to other coastal or inland ports). * A TB/L increases the cost to the donor, but this may be offset by decreased port losses or increased ease of loss claims collection from shipping companies. * Verify whether local government permission is required to use a TB/L. * For containerized cargo, customs officials may break container seals at the port to examine contents for drugs, weapons, or other contraband. If so, the seal is replaced, and the details for the new seal are recorded on the clearance documentation. * Awardee has limited control over the speed of cargo delivery to final destination when a TB/L is used. If possible, ensure agreements with shipping companies include clauses for payment only upon delivery. Review discharge and dispatch with FF and C&F agent. |
| ⬜ | Determine certification (origin, fumigation, phytosanitary) and import requirements for host and (if applicable) transit countries. |
| ⬜ | Ensure login and password credentials are valid for WBSCM. |
| ⬜ | Split orders if necessary to avoid problems with WBSCM that occur with multiple items or large quantity bulk orders. |

If warehouse space available, order commodities during periods of low price, such as immediately after harvest.