DELIVERY ORDER/LOGREQ PROCESS

✓ Ship submits LOGREQ (logistics rqmts) message to FISC San Diego

- *DIPCLEARANCE request is sent to USDAO Mexico*

✓ FISC forwards pertinent info to Husbanding Agent, including preliminary spreadsheet identifying services & supplies required and contract prices, as applicable

- *FISC requests confirmation of availability of requested services/supplies and cost proposals for items not fixed price under the contract (such as pilot costs, etc.) by a specified date*

✓ Contractor returns confirmation of availability and cost proposals requested, including recommendations for cost savings, to FISC

✓ FISC transmits official message response to ship's LOGREQ

✓ FISC obtains funds/appropriation data from ship

✓ FISC issues delivery order

✓ When changes to the delivery are required, Contractor will IMMEDIATELY notify FISC (Port Services Contracting/Ordering Officer available 24 hrs/day, 7 days/week) PRIOR to providing increased quantities, additional services/supplies, etc. - except in the case of emergencies, when obtaining authorization in advance may not be practicable. FISC will provide verbal authorization and confirm via written modification to the delivery order within two (2) working days. **Contractors are cautioned that payment is NOT guaranteed for services/supplies which exceed or are not included in the delivery order, and that such services/supplies are provided at Contractor's own risk.**

✓ Contractor collects all bills from vendors/sub-contractors and submits BILLING SUMMARY only to vessel prior to departure.

✓ Contractor submits consolidated invoices to FISC for processing.

✓ FISC reviews and forwards acceptable invoices to the appropriate payment office.

✓ FISC provides invoice summary to ship for their records.