

How to use the Packing List – Denton Program

The Packing List is designed to provide you a useful interface for uploading information about your donation. This information is used during the application approval phase, cargo inspections, loading onto military transport, and overall program management. We ask that you be as specific as possible when adding items to this list, as it provides us the information that will allow the applications to be processed more efficiently.

Packing List requirements

In order to submit an application to the Denton Program administrator for approval, the Packing List must be adequately filled out. Until these steps are completed, you will see the following message when trying to submit the application (Fig. 1):



Figure 1: Required Items Notification in Submit Application Tab.

The following steps will show you how to submit the required information.

Adding item(s) to the Packing List

The Packing List tab is where you will enter detailed information about the item(s) you intend to donate through the HA Transportation programs.

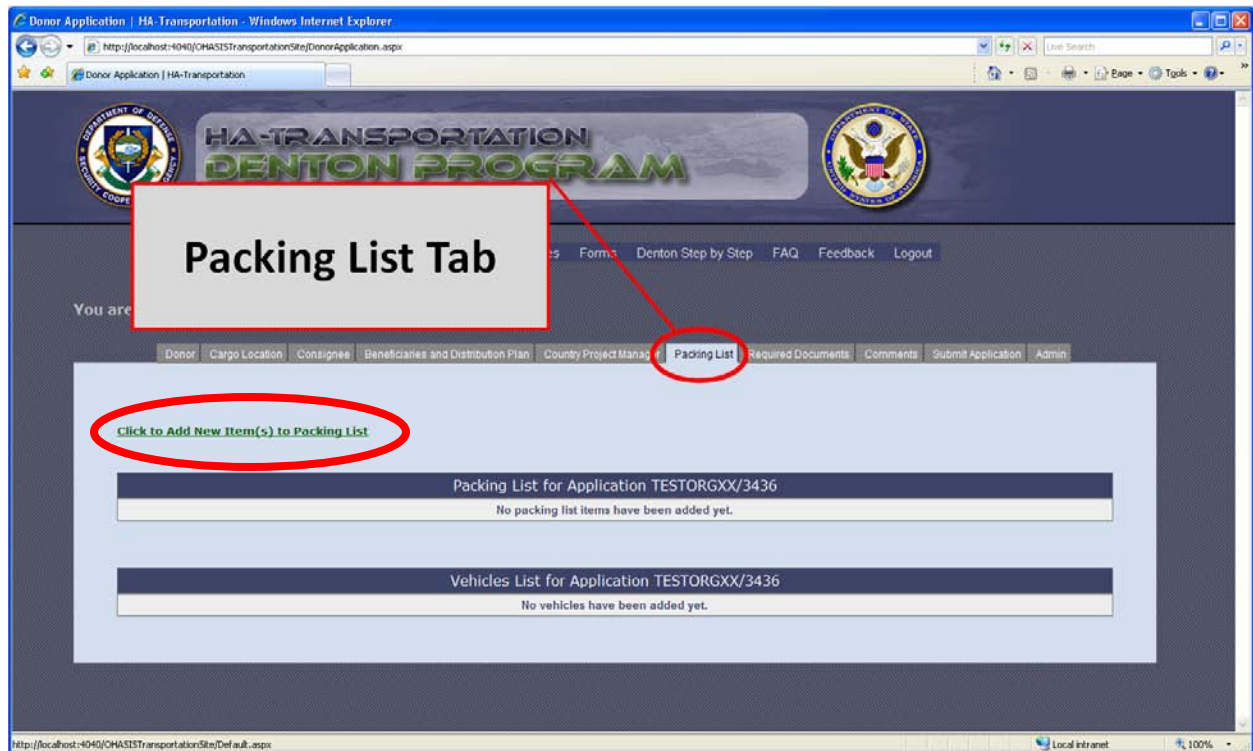


Figure 2: Packing List Tab

Step 1: Open “Add New Item(s)” interface

Click the green link to open the interface (fig. 2). You can also hide this interface by clicking the green “Hide Questions” link.

Step 2: Select an item type

Select an item type that best describes what you are donating (fig. 3). If you select “Other”, please be prepared to describe the item(s) in great detail in the “Description” box (see later steps). Once you have selected an item type, a description of the requirements associated with that item type will appear (fig. 4). If you select “Vehicles,” please see **Adding Vehicle(s) to Packing List** section below.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Donor, Cargo Location, Consignee, Beneficiaries and Distribution Plan, Country Project Manager, Packing List (selected), Required Documents, and Comments. Below the navigation bar, there is a 'Hide Questions' link. The main content area features a dropdown menu labeled 'Type of Item(s) (Select one from list)' with a list of item categories: Clothing/Fabrics/Footwear, Construction Materials/Tools, Educational Materials/Furniture, Food, Household Items, Medical Equipment, Medical Supplies, Other, and Vehicles. Below the dropdown, there are two sections: 'Packing List for Application' with the text 'No packing list items have been added yet.' and 'Vehicles List for Application TESTORGXX/3436' with the text 'No vehicles have been added yet.'

Figure 3: Item Type Selection

Step 3: Select type of packaging

Your shipment must contain packages that are in accordance with Denton Program guidance. Being specific will increase the efficiency of the inspection and cargo loading processes (fig. 4).

Step 4: Describe the item(s)

Please be as detailed as possible when describing the item(s) you wish to donate. If you selected "Other" in the Item Type or Packaging Type, please use this box to describe your item(s) (fig. 4).

Step 5: Enter the quantity of item(s)

Enter the quantity of items of this type you wish to send. For example, if you have 10 boxes of the same type of item, you can add one entry to the Packing List and enter "10" in the quantity box (fig. 4).

***** Please note: if you are loading the item(s) onto separate containers, please create separate entries in the Packing List with the appropriate quantities. This will increase the efficiency of the inspection and cargo loading processes. *****

Step 6: Enter the dimensions of the item(s)

These boxes allow you to enter the dimensions of the item(s) as either the total for Packing List entry or as individual items within the Packing List entry. For example, if you are creating a Packing List entry for 10 individual boxes of clothing with the same dimensions, weight, and value, you can enter the dimensions for all 10 boxes together; or, you can enter the dimensions

of one of those boxes and the Packing List will calculate your total volume and weight automatically (see fig. 4).

The screenshot shows a web form for adding items to a packing list. The form is divided into several sections, each with a red 'Step' label and an arrow pointing to a specific field or instruction.

- Step 2:** 'Type of Item(s) (Select one from list)' dropdown menu with 'Food' selected.
- Note about item requirements:** A green text block explaining that expiration dates are required for food items and that non-canned food must be reviewed on a case-by-case basis.
- Step 3:** 'Type of Packaging (Select one from list)' dropdown menu with 'Bin' selected.
- Step 4:** 'Description of item(s)' text area containing 'non-perishable food items'. A note below states: '*“Supplies”, “Miscellaneous” and “etc.” do not sufficiently describe an item and will not be accepted*'. A red arrow points from the 'Note about item requirements' to this section.
- Step 5:** 'Quantity of individual units/packages' input field with '10' entered.
- Step 6:** 'Approximate dimensions (select “Each Unit” or “Total”)' section. It includes radio buttons for 'Feet' and 'Inches' (selected). Below are input fields for 'Length: 36', 'Width: 24', and 'Height: 24'. A 'Weight (pounds): 100' field is also present. A note states: 'Enter the dimensions in feet or inches. Dimensions can be for total (all 10 items) or, as in this case, for each item'. A red arrow points from this note to the 'Inches' radio button.
- Step 7:** 'Expiration Date (required for Food and Medical Supplies)' input field with '11/20/2012' entered. A note below says: '*If specifying multiple items, enter earliest exp. date*'. A red arrow points from the 'Each item' radio button to this field.
- Step 8:** 'Total Declared Value of Item(s) (USD)' input field with '\$ 2,000' entered.
- Step 9:** 'Add Item(s) to Packing List' button.

Figure 4: Add Item(s) interface for Steps 2-9

Step 7: Enter an expiration date (if necessary)

Food items and Medical Supplies require that you enter an expiration date. When you click on the box, you will see a calendar interface appear (fig. 4).

***** Pharmaceuticals are not approved for transit through the Denton Program ****

***** Please note: items with expiration dates less than eighteen (18) months from the date of entry into the Packing List will not be accepted. You will be prompted to enter a new date. *****

Step 8: Enter a total value for the item(s)

Enter the total value, in US Dollars, for all the items in the Packing List entry (fig. 4).

Step 9: Submit the Packing List entry

Click the “Add Item(s) to Packing List” button (fig. 4). Upon successful submission, you will see a green notice that your upload was successful. In addition, you will see your entry appear in the Packing List below the button (fig. 5).

Expiration Date
(required for Food and Medical Supplies) *If specifying multiple items, enter earliest exp. date

Total Declared Value of Item(s) (USD) \$

The item(s) were successfully added to the packing list

Packing List for Application TESTORGXX/3436									
Modify	Delete	Type of Item	Quantity	Packaging Type	Dimensions	Weight (lbs)	Value (USD)	Exp Date	Description
		Food	10	Bin	120 Cubic Feet	1,000 lbs	\$2,000	11/20/2012	non-perishable food items
Packing List Totals:			10		120 Cubic Feet	1,000 lbs	\$2,000		

Vehicles List for Application TESTORGXX/3436

No vehicles have been added yet.

Figure 5: Item(s) added successfully

Editing item(s) in the Packing List

You can edit the item(s) you enter in the Packing List using the Edit interface. To edit an entry, click the pencil () in the “Modify” column (fig. 5).





Packing List for Application TESTORGXX/3436									
Modify	Delete	Type of Item	Quantity	Packaging Type	Dimensions	Weight (lbs)	Value (USD)	Exp Date	Description
		Food	10	Bin	<input checked="" type="radio"/> Feet <input type="radio"/> Inches Length: 3.00 Width: 2.00 Height: 2.00 <input checked="" type="radio"/> Total <input type="radio"/> Each	1000	2000.00	11/20/2012	non-perishable food items
Packing List Totals:			0		0 Cubic Feet	0 lbs	\$0		

Figure 6: Edit item(s) interface


You can edit any of the fields in this Packing List entry (fig. 6).

***** Please note: the dimensions of the item are now listed in feet, regardless of how they were entered. Please be aware of this when editing values. In addition, please also note that the default selection for the entry is “Total” rather than “Each”, regardless of how the item was entered. *****

To save your edits, click on the  icon in the “Modify” column. You will see a green notice above the Packing List notifying you of a successful edit.

To cancel editing, click on the  icon.

Deleting item(s) from the Packing List

You can delete item(s) from the Packing List by clicking  in the “Delete” column of the appropriate entry.

***** Please note: once you have deleted an entry, it cannot be recovered. *****

Adding Vehicle(s) to the Packing List

If you have a vehicle to donate using the Denton Program, you can enter this information on the Packing List Tab. After selecting “Vehicles” from the Item Type dropdown list (fig. 7), an interface will appear below the Vehicles List (fig. 8).

Type of Item(s) (Select one from list)

Clothing/Fabrics/Footwear
 Construction Materials/Tools
 Educational Materials/Furniture
 Food
 Household Items
 Medical Equipment
 Medical Supplies
 Other
Vehicles

Quantity	Packaging Type	Dimensions			
10	Bin	120 Cubic Feet			
10		120 Cubic Feet	1,000 lbs	\$2,000	

Vehicles List for Application TESTORGXX/3436

No vehicles have been added yet.

Figure 7: Selecting Vehicles from Item Type dropdown list

Vehicles List for Application TESTORGXX/3436

No vehicles have been added yet.

* Denotes required field

Required Items

VEHICLE INFORMATION

*Make

*Model

*VIN

*Year

*Value (USD)

*Gross Vehicle Weight

VEHICLE DIMENSIONS DATA (IN INCHES)

*Length

*Width/Wingspan

*Maximum Height

Reduced Width

Height at Front of Vehicle

Height at Rear of Vehicle

Lower Forward Overhang

Upper Forward Overhang

Lower Rear Overhang

Upper Rear Overhang

WHEEL AND TIRE DATA

Axle Articulation (Deg)/Travel (In)					
	1st to 2nd	2nd to 3rd	3rd to 4th	4th to 5th	
Axle Spacings (Front to Rear, In)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	1st Axle	2nd Axle	3rd Axle	4th Axle	5th Axle
Number of Wheels per Axle	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tire Size (xx R zz)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ply Rating	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tire Inflation Pressure (PSI)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tire Contact Length (Inches)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 8: Add Vehicle interface with required fields outlined in red

Once you have entered the required fields (Make, Model, VIN, Year, Value (USD), Gross Vehicle Weight, Length, Width, and Maximum Height), you can add your vehicle to the list by clicking the “Add Vehicle to Packing List” button at the bottom of the interface (fig. 9). A successful submission will result in a screen that looks like Fig. 10.

***** Please note: the information entered in the fields of the Vehicle interface will be used to determine eligibility for shipment on military transport. Please be as accurate and detailed as possible when entering this information (noting also that all entries are in inches and pounds). *****

Figure 9: Add Vehicle to Packing List button

Packing List for Application TESTORGXX/3436									
Modify	Delete	Type of Item	Quantity	Packaging Type	Dimensions	Weight (lbs)	Value (USD)	Exp Date	Description
		Food	10	Bin	120 Cubic Feet	1,000 lbs	\$2,000	11/20/2012	non-perishable food items
Packing List Totals:			10		120 Cubic Feet	1,000 lbs	\$2,000		

The vehicle information was successfully uploaded

Vehicles List for Application TESTORGXX/3436							
Edit/View Details	Delete	Vehicle #	Make	Model	Year	Value	VIN
		1	Example Make	Example Model	2002	\$20,000	EXAMPLEVIN9999
Vehicle List Totals:		1 Vehicle(s)				\$20,000	

Figure 10: Successful addition of vehicle to Packing List

Editing/Viewing Vehicle Details

You can edit and view the details of vehicles in your Packing List using the Edit/View interface. To edit the details of a vehicle entry, click the pencil (✎) in the “Edit/View Details” column (fig. 10). Once you have clicked this icon, the vehicle edit/view interface will appear below the Vehicles List. This is the same interface you used to add the vehicle.

Click on the Save Edits button to save your changes (fig. 11). To cancel editing, click on the Cancel Editing link.

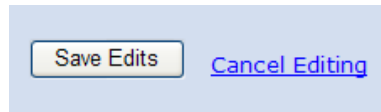


Figure 11: Vehicle editing, saving, and canceling buttons

Deleting a vehicle from the Packing List

You can delete a vehicle from the Packing List by clicking (✖) in the “Delete” column of the appropriate entry.

***** Please note: once you have deleted an entry, it cannot be recovered. *****