# New Carrier Setup Checklist

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| CARRIER INFORMATION |
| SCAC: | TIN: | DUNS: | DOT MC: |
|  |  |  |  |
| SAMs UEI | SAMs CAGE CODE | SAMs Expiration Date |  |
|  |  |  |  |
| Name: |  |
| Address:  |  |
| Telephone number:  |  |
| Fax number:  |  |
| Tender Point-of-Contact, E-mail Address & Telephone Number:  |  |
| Government Dispatch Point-of-Contact, E-mail Address & Telephone Number:  |  |
| Billing Point-of-Contact, E-mail Address & Telephone Number: |  |

|  |  |  |
| --- | --- | --- |
| CHECKLIST | Date Rec’d | Expiration Date |
| [ ]  | Completed/Signed VA 744 for each mode offered |  |  |
| [ ]  | TSP Certificate of Eligibility |  |  |
| [ ]  | TSP Letter of Intent |  |  |
| [ ]  | Rate Tables for each mode offered. |  |  |
| [ ]  | Certificate of Liability Insurance |  |  |
| [ ]  | Check SAM for ineligibility |  |  |
|  | **STOP! ARE ALL ABOVE DOCUMENTS ACCEPTED** |  |
| [ ]  | Completed VA 10091, Vendor FSC File Request Form  |  | N/A |
| [ ]  | Carrier TIN “Vendorized” in IPPS (enter Date Checked) |  |
| [ ]  | Rates entered in Sesame/LTL Estimator (Date Complete) |  |

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| Carrier Approved for va use |
| Name | Signature | date |
|  |  |  |