FEDSTRIP
Operating Guide

2006

Contents

Customer Service Information

The National Customer Service Center (NCSC) is a "Full Service Center" which provides problem solving and operates as a knowledge broker for the General Services Administration (GSA). If there is a problem with a requisition or you have a question, you may contact the NCSC to assist you with resolving a discrepancy in shipment such as shortage, overage, damage, or wrong item.

You may report a problem with a FEDSTRIP requisition directly using E-Resolve at https://fss.gsa.gov/ncsc. The telephone number for the NCSC is 1-800-488-3111 (toll free), or DSN 465-1416. Representatives are available to provide assistance between the hours of 7:00 a.m. and 6:00 p.m. (Central Time). After duty hours, messages will be recorded and answered the next business day. The email address is NCSCcustomer.service@gsa.gov and the fax number is 816-926-6952.

The NCSC can be also contacted by mail at:
General Services Administration
National Customer Service Center 6FR
1500 East Bannister Road
Kansas City, MO 64131

Other assistance provided by the NCSC includes:
- Information on products and services
- Schedules information
- Current pricing
- Requisition status (including cancellation requests)
- Tracing shipments
- Astray or on-hand freight
- Billing inquiries

Some things should you know about receiving shipments from GSA:

Inside Delivery: To receive inside delivery at your location, inside delivery must be requested at time of the order. A carrier does not have to perform inside delivery if it has not been requested prior to delivery. Ordering inside delivery at the time of delivery will add additional cost to the order. The carrier will perform inside delivery to another floor or level provided the consignee has an elevator or escalator that the material will fit into. (See Appendix C for additional information on Inside Delivery.)

For GSA *Advantage!*® or GSA Global Supply orders select the "Change" option under "Item Details" in your shopping cart. Use the "Mark-For" input box to include any mark-for, special markings, or delivery instructions. If requesting inside delivery, please state "inside delivery" and provide a contact name and phone number.

No Dock or Ramp: A carrier is responsible for tailgate delivery which means bringing the freight to the tail of the trailer and the consignee is responsible for unloading. If you did not notify GSA at the time of ordering that you do not have a dock and lift gate services are required, the carrier does not have to unload the freight. You are responsible for the labor to take the material off the trailer.

It is your responsibility to notify GSA at the time of order that lift gate services are required. A carrier's driver, working alone, is **not** able to take file cabinets, pallet loads of paper or other large items off the trailer. The consignee is therefore responsible to provide the labor and assist the carrier's driver to unload the freight.

Shortage, Overage and Damaged Freight: Inspect the material upon delivery and sign the truck driver's delivery ticket, annotating any problem and ensure that your annotations are on all copies of the carrier's delivery receipt. Carrier's delivery receipts usually state the following: "Freight received in good order unless as indicated". Be very specific in annotating what is wrong with the order on the delivery receipt.

Concealed Damages: If you later discover damage to material within a carton you have 15 calendar days from the date of receipt to inspect the material for concealed damages and contact the carrier to request an inspection report. You should retain all of the packing material and the shipping container. The carrier may either return to inspect or give a written waiver that it they will not inspect the item. A request for inspection after 15 days places the burden of proof on the consignee, who must provide evidence that the damage did not occur after delivery.
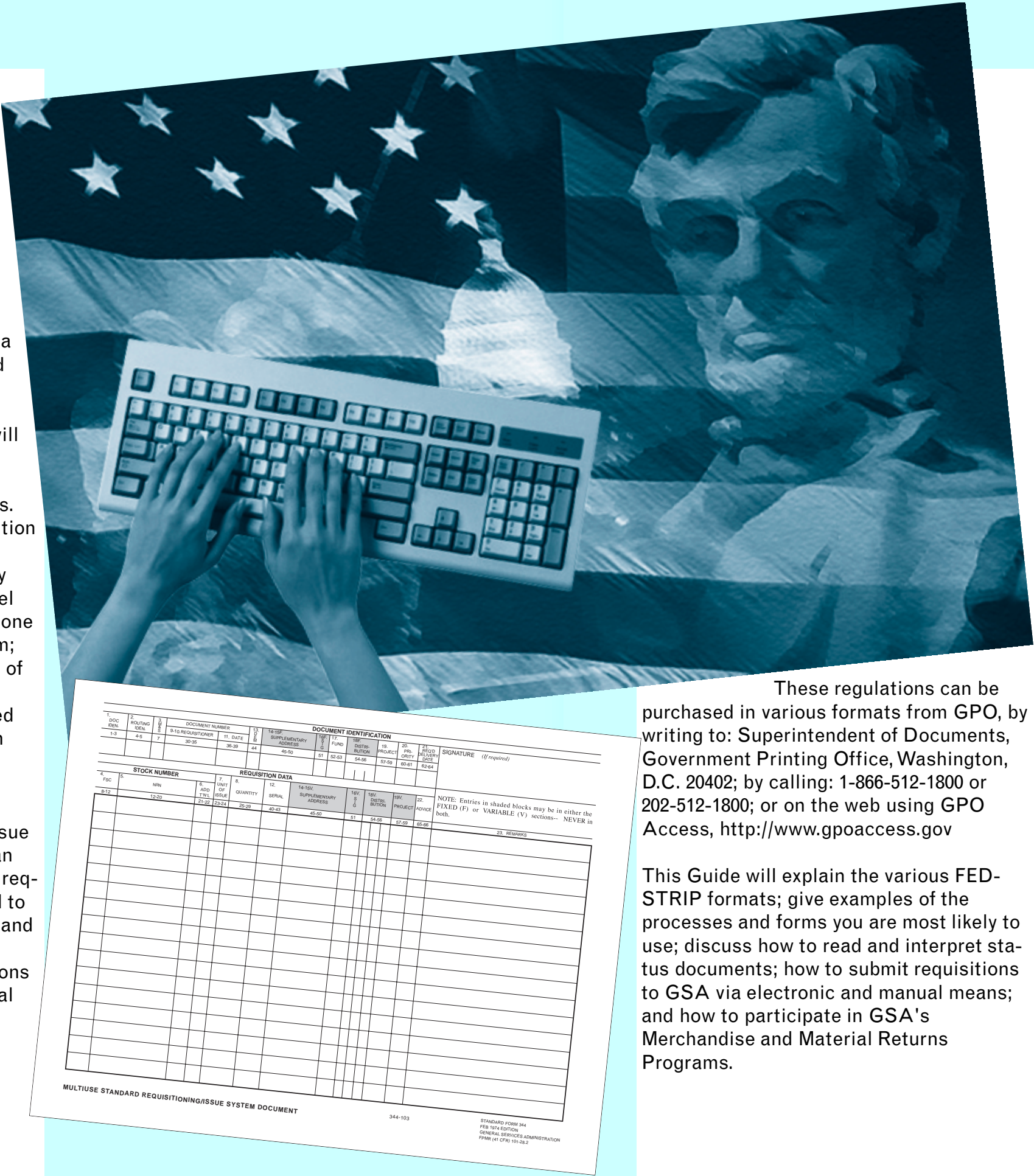
Introduction ...

The Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) system is a requisitioning system available to Federal civilian agencies and authorized contractors for ordering supplies from the General Services Administration (GSA). FEDSTRIP is designed to allow you to accomplish a wide variety of procurement/supply actions using a condensed Automatic Data Processing (ADP) framework. Standard ADP codes are used as a kind of short-hand to represent information in a condensed format. Using FEDSTRIP, you will be able to:

- Submit a requisition for supplies.
- Check on the status of a requisition already submitted.
- Request changes to a previously submitted requisition (i.e., cancel the order altogether; substitute one of the items in it for another item; change the ultimate destination of the shipment).
- Request return of GSA-managed items that are no longer mission critical.

FEDSTRIP is compatible with DoD's Military Standard Requisitioning and Issue Procedures (MILSTRIP) system. Civilian agencies, including those authorized to requisition from DoD sources, are required to conform to the provisions of this Guide and with the applicable provisions of the Federal Property Management Regulations (FPMR) contained in the Code of Federal Regulations (CFR), and the Federal Acquisition Regulations (FAR) issued jointly by GSA, DoD, and the National Aeronautics and Space Administration (NASA).

These regulations can be purchased in various formats from GPO, by writing to: Superintendent of Documents, Government Printing Office, Washington, D.C. 20402; by calling: 1-866-512-1800 or 202-512-1800; or on the web using GPO Access, http://www.gpoaccess.gov

This Guide will explain the various FEDSTRIP formats; give examples of the processes and forms you are most likely to use; discuss how to read and interpret status documents; how to submit requisitions to GSA via electronic and manual means; and how to participate in GSA's Merchandise and Material Returns Programs.

FEDSTRIP requisitions can be submitted to GSA by various means: on a written form (Standard Form 344); by fax or telephone, or via GSA *Advantage!*® or GSA Global Supply, our two electronic shopping Web sites that make it easy for Federal customers to order supplies using FEDSTRIP procedures.

SPECIAL NOTE: The most important item you will need to use FEDSTRIP is your Activity Address Code (AAC). This is an account code that is assigned to your organization. When you fill out a form, or log onto any of the electronic shopping malls via the internet, the AAC tells GSA that you are allowed to buy GSA furnished material. The AAC is a mandatory entry in all FEDSTRIP transactions. If you do not know what your AAC is or are a new customer to GSA, you can apply for an AAC by following the procedures outlined on p. 20.

FEDSTRIP Forms and Formats

General Discussion

Data Fields and Record Positions

A FEDSTRIP form consists of a series of boxes— data fields— arranged in a particular sequence, or format. These data fields are further subdivided into sequentially numbered spaces called record positions (rp), which contain the same information on each type of FEDSTRIP form. They do not change. For example, rp 30 - 35 contains your six-character Activity Address Code (AAC), no matter which FEDSTRIP form is used. Even if you are placing your order electronically, your AAC will occupy rp 30 - 35.

The same principle applies to all the other FEDSTRIP data fields. Once you become familiar with the record position (rp) "groups" that identify and comprise the various fields— especially the mandatory entries— you will find it easier to fill out and

read FEDSTRIP documents.

NOTE: As a term to describe a single data location, "record position (rp) replaces the term "card column (cc)," which dates back to the time when data was input to computers via key-punched cards.

FEDSTRIP Forms and Formats

In this chapter, we will discuss how the Standard Form 344 is used, and give examples of the various FEDSTRIP formats that are used to accomplish a variety of supply/procurement actions. Specifically, you will find the formats for:

• Originating a Requisition Document
• Modifying a Requisition Document
• Cancelling a Requisition Document
• Submitting a Follow-up Document

Shown below: Abbreviated sample of Standard Form 344 illustrating "block number," "data field title," and "record position (rp)" characteristics.

Block Number

Data Field Title

Record Positions (rp)
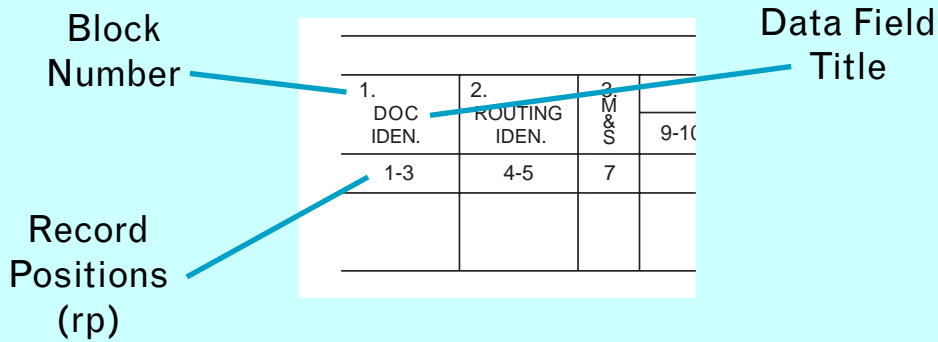
In addition to the Standard Form 344 shown on opposite page, you can input your order to GSA electronically through GSA *Advantage!*® or GSA Global Supply (Appendix A contains details regarding basic FEDSTRIP ordering on these web sites). In addition, Appendix B contains details about the Phased Delivery option, available only on orders placed using GSA *Advantage!*® or GSA Global Supply. However, regardless of the method of transmission you choose, to be processed successfully your requisition has to follow the correct format. The appropriate codes have to be entered in the correct spaces (record positions). These sequences of codes— these FEDSTRIP formats— constitute the rest of this chapter.

Standard Form 344,
Multi-Use Standard Requisitioning / Issue System Document

This is a manually prepared form, 8" x 10 1/2", issued in pads of 50. It can be used as a REQUISITION FORM for a single item, or for several items; as a FOLLOW-UP FORM; or as a CANCELLATION DOCUMENT. (Please note: The SF344 is not authorized for use as a follow-up form or cancellation document to a Department of Defense source.)

GSA Form 1348-1A,
Issue Release/Receipt Document

This form is completed by a GSA supply source and included in the package when the material you ordered is released for shipment. It is also used (by you) as a transmittal document to accompany material you are returning to GSA for credit, under the Material Returns Program. (See Chap. 4)

FORMAT FOR: Originating a Requisition Document

Block Number: 1
Record Positions (rp): 1-3
Data Field Title: **Doc.Iden.**

Explanation: <u>Mandatory Entry.</u> The Doc.Iden. (or Doc ID) is a three-character code that identifies your reason for transmitting the document; it indicates the document's purpose. For a requisition document, one possible Doc ID might be "A0A" (REQUISITION * DOMESTIC SHIPMENT * NSN ITEM). **See pp. 14-15 for list of Doc IDs.**

Block Number: 2
Record Positions (rp): 4-6
Data Field Title: **Routing Iden.**

Explanation: <u>Mandatory Entry.</u> Enter "GSA." Also referred to as RIC. See p. 16 for more RIC info.

Block Number: 3
Record Positions (rp): 7
Data Field Title: **M & S**

Explanation: <u>Mandatory Entry.</u> The M&S (Media and Status) code is a one-character code that tells GSA what sort of status report you want to receive (supply and/or shipment status); who you want to receive status (your office only, a supplementary addressee, or both): and how you want it sent. If you leave this space blank, a "0" (indicating that you do not wish to receive status) will be entered for you. **See pp. 16-17 for a list of M&S.**

Block Number: 4, 5, 6
Record Positions (rp): 8-22
Data Field Title: **Stock Number**

Explanation: <u>Mandatory Entry.</u> The 15-digit National Stock Number (NSN) identifies the item of supply being ordered. **See p. 18 for more Stock Number info.**

Block Number: 7
Record Positions (rp): 23-24
Data Field Title: **Unit of Issue**

Explanation: <u>Mandatory Entry.</u> This two-character code represents the standard unit by which an item is issued or ordered; e.g. "EA" (each), "BX" (box), "DZ" (dozen), etc. **See p. 19 for list of UI codes.**

Block Number: 8
Record Positions (rp): 25-29
Data Field Title: **Quantity**

Explanation: <u>Mandatory Entry.</u> This five-digit code reflects the number of items (in units of issue) desired. Enter the pertinent numbers at the far right of the field, then fill in any remaining spaces on the left with zeros. For example, a quantity of "twenty-five" would be expressed as "00025." **See p. 19 for more info.**

Block Number: 9-10
Record Positions (rp): 30-35
Data Field Title: **Requisitioner**

Explanation: <u>Mandatory Entry.</u> Also referred to as Activity Address Code (AAC), this 6-character code is assigned to your organization when you join the system. It identifies the activity placing the order. **See p. 20 for complete details on how to apply for an AAC.**

Block Number: 11
Record Positions (rp): 36-39
Data Field Title: **Date**

Explanation: <u>Mandatory Entry.</u> The Julian Date entry is a four-digit number indicating the date you are transmitting your requisition to GSA. The first digit represents the year, the last three digits the day of the year. For example, January 2, 2006 would be 6002. **See p. 21 for Julian Date info.**

Block Number: 12
Record Positions (rp): 40-43
Data Field Title: **Serial**

Explanation: <u>Mandatory Entry.</u> This four-character code, presumably sequential, is assigned by you (as the originator of the requisition) for your own control purposes. It must not be duplicated on any one day. **See p. 21 for Serial Number info.**

NOTE: Taken together, these last three data entries, Activity Address Code (AAC) + Julian Date + Serial Number— record positions 30 thru 43— make up the Document Number that is unique to a requisition and identifies it throughout the entire processing sequence.

Block Number: 13
Record Positions (rp): 44
Data Field Title: **Dem**

Explanation: Leave Blank. (For MILSTRIP use only.)

MULTIUSE STANDARD REQUISITIONING/ISSUE SYSTEM DOCUMENT   344-103   STANDARD FORM 344 / FEB 1974 EDITION / GENERAL SERVICES ADMINISTRATION / FPMR (41 CFR) 101-28.2

FORMAT FOR: Originating a Requisition Document (cont'd)

Block Number: 14-15

Record Positions (rp): 45-50

Data Field Title: Supplementary Address

Explanation: Optional Entry. This six-character code may be used to identify an alternate recipient of material, status documents, or billing documents. OR, you can insert a "Y" in rp 45 and use rp 46-50 for your own control or accounting purposes. See p. 22 for more info.

Block Number: 16

Record Positions (rp): 51

Data Field Title: Sig

Explanation: Mandatory Entry. Also referred to as signal code. This one-character code designates to GSA the "ship to" and bill to" addresses for this requisition. See p. 23 for a listing of Signal Codes.

Block Number: 17

Record Positions (rp): 52-53

Data Field Title: Fund

Explanation: Mandatory Entry. This two-character code indicates to GSA that funds are available to pay for the material being ordered, and authorizes its release. See p. 24 for more Fund Code info.

Block Number: 18

Record Positions (rp): 54-56

Data Field Title: Distribution

Explanation: Optional Entry. This three-character code may be used to request additional copies of supply/shipment status reports for another element of your organization, regardless of the M&S Code you entered in rp 7. The first position in this code, rp 54, is significant to GSA; rp 55 and 56 are available for your use. To use this option, you must first notify GSA of this alternate addressee and arrange for the assignment of a code for rp 54. See p. 25 for more info on Distribution Codes.

Block Number: 19

Record Positions (rp): 57-59

Data Field Title: Project

Explanation: Optional Entry. Assigned by GSA at your request. See p. 25 for more info.

Block Number: 20

Record Positions (rp): 60-61

Data Field Title: Priority

Explanation: Mandatory Entry. This two-digit code designates to GSA the urgency of your requisition; i.e., its relative importance. See p. 26 for a list of Priority Designator Codes.

Block Number: 21

Record Positions (rp): 62-64

Data Field Title: Req'd Delivery Date

Explanation: Optional Entry. This three-digit code may be used in certain exceptional cases when a delivery timetable more specific than that allowed for in rp 60 - 61 is required. See p. 27 for Required Delivery Date (RDD) info.

Block Number: 22

Record Positions (rp): 65-66

Data Field Title: Advice

Explanation: Optional Entry. This two-character code may be used to inform GSA of any special instructions you might have concerning your requisition, i.e., "do not backorder," "do not substitute for any unfilled portions," etc. See p. 28 for more info on Advice Codes.

This sample SF 344 is shown with all mandatory data field entries highlighted.

FORMAT FOR: Modifying a Requisition Document

NOTE: If circumstances change after you've submitted a requisition, and you want to change your order, you can advise GSA of the fact by submitting another transaction reflecting the modification(s) you want to make. In filling out your modifier transaction, all you have to do is: enter the appropriate Document Identifier (Doc ID) Code in Block 1, rp 1-3; duplicate the data entries from your original requisition, except for the ones you wish to change; in those data fields, enter the correct information.

Block Number	Record Position (rp)	Data Field Title	Explanation
1	1 - 3	Doc Iden	**Mandatory Entry.** The appropriate three-character code ("**AM1**," "**AM2**," "**AM5**," "**AMA**," "**AMB**,"or "**AME**") tells GSA you wish to modify one or more of the following data fields.
3	7	M&S	Change if desired; or copy verbatim from original requisition.
14-15	45 - 50	Supplementary Address	Change if desired; or copy verbatim from original requisition.
16	51	Sig	Change if desired; or copy verbatim from original requisition.
17	52 - 53	Fund	Change if desired; or copy verbatim from original requisition.
18	54 - 56	Distribution	Change if desired; or copy verbatim from original requisition.
19	57 - 59	Project	Change if desired; or copy verbatim from original requisition.
20	60 - 61	Priority	Change if desired; or copy verbatim from original requisition.
21	62 - 64	Req'd Delivery Date	Change if desired; or copy verbatim from original requisition.
22	65 - 66	Advice	Change if desired; or copy verbatim from original requisition.

FORMAT FOR: Cancelling a Requisition Document

NOTE: Although you may request cancellation or reduction in quantity of a previously submitted requisition, you should be aware that your request can be acted on only if the GSA activity handling your order hasn't yet filled it. If the material you ordered has already been shipped to you, your request for cancellation will be disregarded.

Block Number	Record Position (rp)	Data Field Title	Explanation
1	1 - 3	Doc Iden	**Mandatory Entry.** The appropriate three-character code ("AC1," "AC2," or "AC3") tells GSA you wish to cancel a previously submitted requisition, or reduce the quantity requested.
2 - 23	4 - 80	All Other Data Fields	Duplicate the entries from your original requisition. If you are cancelling a partial quantity, indicate in rp 25-29 how much of the original order you wish to cancel.

FORMAT FOR: Submitting a Follow-Up Document

NOTE: If you place an order but have not received material and/or status report within a reasonable period of time, you may submit a follow-up inquiry as described below.

Block Number	Record Position (rp)	Data Field Title	Explanation
1	1 - 3	Doc Iden	**Mandatory Entry.** The appropriate three-character code tells GSA you wish status info on a previously submitted transaction; or wish to improve the estimated shipping date of an order. **See pp. 14-15 for a complete listing and explanation of Follow-Up Doc IDs.**
2 - 23	4 - 80	All Other Data Fields	Duplicate the entries from your original requisition or copy them from a status document if you've received one.

Document Identifier (Doc ID) Code

Block Number: **1**

Record Positions (rp): **1-3**

Data Field Title: **Doc Iden**

Explanation: **Mandatory Entry.** The Doc Iden (or Doc ID) is a three-character code that identifies your reason for submitting the document; it indicates the document's purpose.

Code	Transaction	Explanation
A01	Requisition	For overseas shipment only, NSN items
A02	Requisition	For overseas shipment only part number items
A05	Requisition	For overseas shipment, with exception data entered in "Remarks" block
A0A	Requisition	For domestic shipment only, NSN items
A0B	Requisition	For domestic shipment, part number items
A0E	Requisition	For domestic shipment only, with exception data entered in "Remarks" block
AC1	Cancellation	By requisitioner (rp 30 - 35)
AC2	Cancellation	By supplementary addressee (rp 45 - 50)
AC3	Cancellation	By entity identified in rp 54
AE1	Supply Status	Notice from supply source to requisitioner (rp 30 - 35)
AE2	Supply Status	Notice from supply source to supplementary addressee (rp 45 - 50)
AE3	Supply Status	Notice from supply source to entity identified in rp 54

Code	Transaction	Explanation
AF1	Follow-up	By requisitioner (rp 30 - 35), request for status info from supply source
AF2	Follow-up	By supplementary addressee (rp 45 - 50), request for status info from supply source
AF3	Follow-up	By entity identified in rp 54, request for status info from supply source
AFC	Follow-up	By requisitioner (rp 30 - 35), request for accelerated shipping date (only for priorities 1-8)
AK1	Follow-Up (on cancellation request)	By requisitioner (rp 30 - 35), process as cancel request if orig. cancellation order not received
AK2	Follow-Up (on cancellation request)	By supplementary addressee (rp 45 - 50), process as cancellation order if orig. cancellation order not received
AK3	Follow-Up (on cancellation request)	By entity identified in rp 54, process as cancellation if orig. cancellation order not received
AM1	Document Modifier	For overseas shipment /NSN items, process as requisition if orig. not received
AM2	Document Modifier	For overseas shipment / part number items, process as requisition if orig. not received

Code	Transaction	Explanation
AM5	Document Modifier	For overseas shipment items with exception data entered in "remarks" block, process as requisition if orig. not received
AMA	Document Modifier	For domestic shipment / NSN items, process as requisition if orig. not received
AMB	Document Modifier	For domestic shipment / part number items, process as requisition if orig. not received
AME	Document Modifier	For domestic shipment items with exception data entered in "Remarks" block, process as requisition if orig. not received
AS1	Shipment Status	Notice from supply source to requisitioner (rp) 30 - 35), ref: shipping date
AS2	Shipment Status	Notice from supply source to supplementary addressee (rp 45 - 50), ref: shipping date
AS3	Shipment Status	Notice from supply source to entity identified in rp 54, ref: shipping date
AT1	Follow-Up (request for status by Requisitioner)	For overseas shipment / NSN items, process as requisition if orig. not received
AT2	Follow-Up (request for status by Requisitioner)	For overseas shipment / part number items, process as requisition if orig. not received

Code	Transaction	Explanation
AT5	Follow-Up (request for status by Requisitioner)	For overseas shipment items with exception data entered in "Remarks" block, process as requisition if orig. not received
ATA	Follow-Up (request for status by Requisitioner)	For domestic shipment / NSN items, process as requisition if orig. not received
ATB	Follow-Up (request for status by Requisitioner)	For domestic shipment / part number items, process as requisition if orig. not received
ATE	Follow-Up (request for status by Requisitioner)	For domestic shipment items with exception data entered in "Remarks" block, process as requisition if orig. not received
AU1	Reply to Cancellation Request	Notice of shipment status from supply source to requisitioner (rp 30 - 35), in response to cancellation request
AU2	Reply to Cancellation Request	Notice of shipment status from supply source to supplementary addressee (rp 45 - 50), in response to cancellation request
AU3	Reply to Cancellation Request	Notice of shipment status from supply source to entity identified in rp 54, in response to cancellation request

Routing Identifier Code (RIC)

Block Number: **2**

Record Positions (rp): **4-6**

Data Field Title: **Routing Iden**

Explanation:

1. DOC IDEN.	2. ROUTING IDEN.	3. M&S	DOCUMENT NUMBER		13. D E M	14-15. SU...
			9-10. REQUISITIONER	11. DATE		
1-3	4-5	7	30-35	36-39	44	

STOCK NUMBER | 7. | 8. | 1... | REQUISITION...

Code	Transaction	Explanation
GSA	Requisition	For all FEDSTRIP transactions sent to GSA, except for Material Returns Program (MRP) transactions.

Code	Transaction	Explanation
GGO	Material Returns	For all MRP transactions. See Chap. 4 of this publication for details on the Material Returns Program.

NOTE: Supply Status and Shipping Status notices coming from any GSA activity will also contain the RIC "GSA" in rp 4 - 6. In addition, the RIC may also appear in rp 4 - 6 of a Billing Detail card, where it identifies the activity which directed the shipment of the material being billed.

If you are transmitting your FEDSTRIP transaction to GSA electronically via the Defense Message System (DMS) (data pattern message), use GSA Communications Routing Indicator "RUSAPUA."

Media and Status (M&S) Code

Block Number: **3**

Record Positions (rp): **7**

Data Field Title: **M&S**

1. DOC IDEN.	2. ROUTING IDEN.	3. M&S	DOCUMENT NUMBER		13. D E M	14-15F. SUPPLEM ADD...
			9-10. REQUISITIONER	11. DATE		
1-3	4-5	7	30-35	36-39	44	45-...

STOCK NUMBER | 7. | 8. | 12. | REQUISITION DA...

Explanation: **Mandatory Entry**. The M&S Code is a one-character code that tells GSA what sort of status report you want to receive (supply and/or shipment status); who you want to receive it (your office only, a supplementary addressee, or both); and how you want it sent.

Code	Transaction	Explanation
0	Requisition	No status to requisitioner (rp 30 - 35) or to supplementary addressee (rp 45 - 50)
2	Requisition	Exception status to requisitioner (rp 30 - 35) by DMS
3	Requisition	Exception status to requisitioner (rp 30 - 35) by mail

Code	Transaction	Explanation
4	Requisition	Exception status to requisitioner (rp 30 - 35) by DMS
5	Requisition	Exception status to supplementary addressee (rp 45 - 50) by mail
A	Requisition	100% supply and shipment status from DAAS to requisitioner (rp 30 - 35) on Clear-Text Supply Status/Shipment Information Mailer

Media and Status (M&S) Code
Continued

Code	Transaction	Explanation
B	Requisition	100% supply status to requisitioner (rp 30 - 35) by DMS
C	Requisition	100% supply status to requisitioner (rp 30 - 35) by mail
D	Requisition	100% supply status to supplementary addressee (rp 45 - 50) by DMS
E	Requisition	100% supply status to supplementary addressee (rp 45 - 50) by mail
F	Requisition (to GSA only)	100% supply and shipment status to requisitioner (rp 30 - 35) and supplementary addressee (rp 45 - 50) by DMS
G	Requisition (to GSA only)	100% supply and shipment status from DAAS to requisitioner (rp 30 - 35) and supplementary addressee (rp 45 - 50) on Clear-Text Supply Status/Shipment Information Mailer
H	Requisition	100% supply and shipment status from DAAS to supplementary address (rp 45 - 50) on Clear-Text Supply Status/Shipment Information Mailer
J	Requisition	Exception supply and shipment status from DAAS to requisitioner (rp 30 - 35) on Clear-Text Supply Status/Shipment Information Mailer
K	Requisition	Exception supply status and shipment status to requisitioner (rp 30 - 35) by DMS

Code	Transaction	Explanation
L	Requisition	Exception supply status and shipment status to requisitioner (rp 30 - 35) by mail
M	Requisition	Exception supply status and shipment status to supplementary addressee (rp 45 - 50) by DMS
N	Requisition	Exception supply status and shipment status to supplementary addressee (rp 45 - 50) by mail
P	Requisition (to GSA only)	Exception supply and shipment status from DAAS to requisitioner (rp 30 - 35) and supplementary addressee (rp 45 - 50) on Clear-Text Supply Status/Shipment Information Mailer
Q	Requisition	Exception supply and shipment status from DAAS to supplementary addressee (rp 45 - 50) on Clear-Text Supply Status/Shipment Information Mailer
S	Requisition	100% supply and shipment status to requisitioner (rp 30 - 35) by DMS
T	Requisition	100% supply and shipment status to requisitioner (rp 30 - 35) by mail
U	Requisition	100% supply and shipment status to supplementary addressee (rp 45 - 50) by DMS
V	Requisition	100% supply and shipment status to supplementary addressee (rp 45 - 50) by mail
Z	Requisition (to GSA only)	Exception supply and shipment status to requisitioner (rp 30 - 35) and supplementary addressee (rp 45 - 50) by DMS

National Stock Number (NSN)

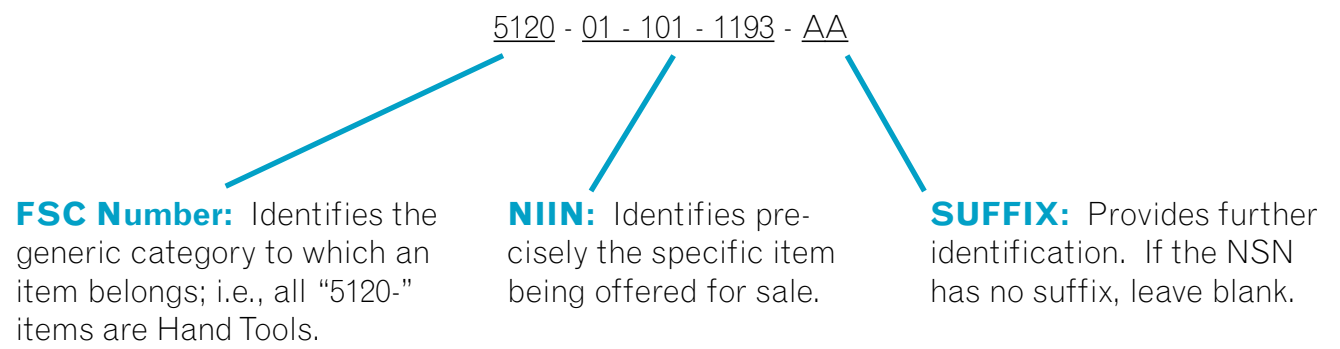Block Number: **4, 5, 6**

Record Positions (rp): **8-22**

Data Field Title: **Stock Number**

Explanation: **Mandatory Entry**. The 15-digit National Stock Number (NSN) identifies the item of supply being ordered.

The identifying number for most of the items you will order is the National Stock Number (NSN). The NSN can be broken down into three parts, as follows:

- a four-digit Federal Supply Class (FSC) number

- a nine-digit National Item Identification Number (NIIN)

- a two-character Suffix code that provides further identification

5120 - 01 - 101 - 1193 - AA

FSC Number: Identifies the generic category to which an item belongs; i.e., all "5120-" items are Hand Tools.

NIIN: Identifies precisely the specific item being offered for sale.

SUFFIX: Provides further identification. If the NSN has no suffix, leave blank.

Enter a valid NSN nor a Commercial and Government Entity (CAGE) code and part number with no blank spaces. If you can find neither an NSN or CAGE code and part number for a particular item, you can still submit a requisition for it: simply use DICs A0E or A05 on your requisition to indicate that you are providing exception data, and then enter in the "Remarks" block of the form whatever identifying data you can provide: descriptive information, a publications reference, etc. If you do have an identifying number of the item, but it is not an NSN, enter the FSC and a "P" in front of the part number and submit that, along with whatever other details you can provide.

Unit of Issue

Block Number: **7**

Record Positions (rp): **23-24**

Data Field Title: **Unit of Issue**

Explanation: **Mandatory Entry**. This two-character code represents the standard unit by which an item is issued or ordered, e.g., "EA" (each), "BX" (box), "DZ" (dozen), etc.

Unit of Issue — It is important that entries into this two-character data field be made correctly since errors may cause your requisition to be delayed or even rejected. The UI codes listed below can also be found in the introductory section of the GSA Global Supply Catalog.

AM	Ampoule	CF	Cubic foot	KT	Kit	RL	Reel
AT	Assortment	CK	Cake	LB	Pound	RM	Ream
AY	Assembly	CL	Coil	LG	Length	RO	Roll
BA	Ball	CN	Can	LI	Liter	SD	Skid
BD	Bundle	CO	Container	MC	Thousand cu. ft.	SE	Set
BE	Bale	CT	Carton	ME	Meal	SF	Square foot
BF	Board Foot	CY	Cylinder	MR	Meter	SH	Sheet
BG	Bag	CZ	Cubic meter	MX	Thousand	SK	Skein
BK	Book	DR	Drum	OT	Outfit	SL	Spool
BL	Barrel	DZ	Dozen	OZ	Ounce	SO	Shot
BO	Bolt	EA	Each	PD	Pad	SP	Strip
BR	Bar	FT	Foot	PG	Package	SX	Stick
BT	Bottle	GL	Gallon	PM	Plate	SY	Square yard
BX	Box	GP	Group	PR	Pair	TN	Ton
CA	Cartridge	GR	Gross	PT	Pint	TO	Troy ounce
CB	Carboy	HD	Hundred	PZ	Packet	TU	Tube
CD	Cubic yard	HK	Hank	QT	Quart	VI	Vial
CE	Cone	JR	Jar	RA	Ration	YD	Yard

Quantity

Block Number: **8**

Record Positions (rp): **25-29**

Data Field Title: **Quantity**

Explanation: **Mandatory Entry**. A five-digit code reflecting the number of items (in units of issue) desired. When entering this five-digit code, place significant figures to the far right of the field, then fill in any remaining spaces with zeros. Thus, a quantity of five would be expressed as "00005." If a quantity of more than 99,999 units is required, you must submit a separate requisition for the additional amount.

Activity Address Code (AAC)

Block Number: **9-10**

Record Positions (rp): **30-35**

Data Field Title: **Requisitioner**

Explanation: **Mandatory Entry**. The Requisitioner Activity Address Code (AAC) is a 6-character code assigned to your organization when you join the system. It identifies your agency/activity and tells GSA where to send ordered materials, status and billing documents.

Applying For An AAC

Before you can order supplies or equipment from GSA (or DoD) using the FEDSTRIP system, you must apply for an Activity Address Code (AAC) and be registered as a system user. Any of the following entities can apply for and receive an AAC: organizational entities or locations of a Federal agency; the District of Columbia; wholly-owned Government corporations; mixed-ownership Government corporations (as defined in the Government Corporation Control Act); Government contractors performing under cost-reimbursement type contracts; forest firefighting organizations holding cooperative agreements with the Forest Service; and international organizations authorized by the Department of State.

Where To Apply

Routine requests for AAC assignment, address change or deletion must be prepared on agency letterhead and forwarded through an officially designated AAC contact point to the following address: GSA, Systems Management Center (FXS), Washington, D.C. 20406. Appendix A contains information on how to apply for an AAC on one of the Web sites (www.gsaAdvantage.gov or www. GSAglobalsupply.gsa.gov). Urgent requests may be faxed to 703-605-9850.

Format For AAC Requests

1. Specify the type(s) of address being listed — i.e., the mandatory mail address, with an additional freight or billing address if desired. In designating each address, use at least two lines of typed text, and no more than four. No line of text in the address may contain more than 35 characters.

2. On the first line of the address, indicate the major Federal agency. On the second line, specify the organizational subdivision. On the third line, specify the street address and room number where applicable. On the fourth line, specify the city, State, and nine-digit ZIP code.

3. Your AAC request should also include: the name, telephone number, and signature of your authorized requesting agent, along with a copy of your agent's pay station symbol; and a statement as to whether or not inside delivery of all freight shipments is required.

4. Requests for assignment of AACs to Government contractors will originate with the sponsoring Government agency in accordance with Federal Acquisition Regulation (FAR) Part 51. Each request should be accompanied by a letter or authorization which includes: the contract number(s) involved; a specification that FEDSTRIP will be used when requisitioning; and an estimated end-point for the authorization, if possible.

Customizing Your AAC

Since customers will often prefer that ordered materials be sent to one location, while billing and status documents are sent to another, the AAC on file at GSA is designed to reflect these different options. The three types of addresses used under an AAC are as follows:

Mail Address— (Multi-purpose). Used for mail address, billing address, and status documents address. May also be used for freight shipments when there is no freight address. If used for freight, it must be a street address, not a Post Office box number.

Freight Address— Used for freight address when the address is not the same as the mail address. It must be a street address to which freight can be delivered, not a P.O. box number.

Billing Address— Used for billing purposes when the address is not the same as the mail address.

Date

Block Number: **11**

Record Positions (rp): **36-39**

Data Field Title: **Date**

Explanation: **Mandatory Entry**. The Julian Date entry is a four-digit number indicating the date you are transmitting your requisition to GSA. The first digit represents the year, the last three digits the day of the year. For example, January 2, 2006 would be 6002.

Date — This Julian Date entry is a four-digit number arrived at as previously described (first digit is the year, remaining three digits are the day of the year; i.e., June 2, 2006 would be 6153.) It is important that the date entered here accurately reflects the actual date of creation of the requisition. Post-dated requisitions (i.e., with a Julian date beyond the date actually received) will be automatically rejected by the GSA computer system.

Serial Number

Block Number: **12**

Record Positions (rp): **40-43**

Data Field Title: **Serial**

Serial Number —These four digits are left open so that you can create a control number for each requisition to use within your own accounting system. A serial number should be specific to the requisition that carries it. It should not be repeated on any other requisition created on that same Julian day. In formulating your serial number, you will preferably use numerics. Alpha characters I and O may never be used. Currently, alpha characters K, L, M, N, P, Q, R, S, T, U, and Y have also been reserved for special purposes.

Document or Requisition Number

Activity Address Code (rp 30, 31, 32, 33, 34, 35) **+** Julian Date (rp 36, 37, 38, 39) **+** Serial Number (rp 40, 41, 42, 43) **=** **Document or Requisition Number**

THIS DOCUMENT CONTROL NUMBER STAYS WITH YOUR REQUISITION AND IDENTIFIES IT THROUGHOUT THE PROCESSING CYCLE

Demand Code

Block Number: **13**

Record Positions (rp): **44**

Data Field Title: **Dem**

Explanation: Leave Blank (For MILSTRIP use only.)

Leave Blank — This data field (rp 44) is not used by customers ordering through the FEDSTRIP system. The supply source will use rp 44 in status documents if your order is shipped in more than one segment. For more information on how to read and request status documents, see Chapter 3 of this publication.

Supplementary Address Code

Block Number: **14-15**

Record Positions (rp): **45-50**

Data Field Title: **Supplementary Address**

Explanation: Optional Entry. This six-character code may be used to re-direct material, status documents, or billing documents to an alternate address. OR, you can insert a "Y" in rp 45 and use rp 46 - 50 for your own control/accounting purposes.

This data field (shaded gray on SF 344) is designed to provide you with an additional location to which shipping, billing or status information may be directed. Simply enter the six-character Activity Address Code (AAC) of the alternate organization/location in this space, then use the Signal Code in Block 16 (rp 51) to indicate to the GSA supply source precisely how you want shipment, billing or status information directed.

For GSA AAC's ordering from DLA, this field should contain the BOAC of the Heartland Finance Center, which is 4764EA. (See OAD 1400.4, chge.1 if you need additional information about ordering from DLA.)

Signal Code

Block Number: **16**

Record Positions (rp): **51**

Data Field Title: **Signal Code**

Explanation: **Mandatory Entry**. This one-character code designates to GSA the "ship to" and "bill to" addresses for this requisition.

Code	Transaction	Explanation
A	Requisition	Send both the material and the bill to requisitioner (rp 30 - 35)
B	Requisition	Send the material to requisitioner (rp 30 - 35); send the bill to supplementary address (rp 45 - 50). GSA AAC's ordering from DLA, use Signal Code "B".
C	Requisition	Send the material to requisitioner (rp 30 - 35); send the bill to activity designated in Fund Code data field (rp 52)
J	Requisition	Send the material to supplementary address (rp 45 - 50); send the bill to requisitioner (rp 30 - 35)
K	Requisition	Send both the material and the bill to supplementary address (rp 45 - 50)
L	Requisition	Send the material to supplementary address (rp 45 - 50); send the bill to activity designated in Fund Code data field (rp 52)

Fund Code

Block Number: **17**

Record Positions (rp): **52-53**

	DOCUMENT IDENTIFICATION						
13. ...E M	14-15F. SUPPLEMENTARY ADDRESS	16F. SIG	17. FUND	18F. DISTRI-BUTION	19. PROJECT	20. PRI-ORITY	21. RE DELI DA
44	45-50	51	52-53	54-56	57-59	60-61	62
QUISITION DATA							

Data Field Title: **Fund**

Explanation: **Mandatory Entry.** This two-character code assigned by you indicates to GSA that funds are available to pay for the material being ordered, and authorizes its release. Contractors authorized to use FEDSTRIP should always use the code "XP" in rp 52 - 53, to keep agency and contract funds separate.

Authority For Release of Material

The presence of the two-character Fund Code in Block 17 (rp 52 - 53) tells GSA that you have specifically committed funds to pay for the materials ordered, and provides sufficient authority for the release of material and subsequent billing. The code is also useful for accounting purposes. When GSA prepares your billing statements, charges for each type of purchase will be grouped and subtotaled according to the fund code you used. This should help your financial and inventory management personnel to better maintain accountability.

Use of Fund Code as "Bill To" Address

As mentioned previously, you can use rp 52 in conjunction with Signal Code C or L (in rp 51), to indicate a "bill to" address for the requisition. If you plan to do this, you must first register that "bill to" address with GSA, by writing to GSA, Systems Management Center (FXS), Washington, D.C. 20406. GSA will assign you a Fund Code to use in rp 52, and will keep it on file, along with the "bill to" address it represents.

If you have no intention of using the Fund Code data field to indicate a "bill to" address, you can devise your own internal code to satisfy whatever accounting/inventory requirements you wish to address. But even if you do not plan to use this field for any of these purposes, you must still enter an alpha or numeric in both rp 52 and rp 53, since GSA will use this code as the basis for grouping charges on your billing statement. **If you plan to use only rp 52 (as a "bill to" indicator), you must still fill in rp 53 with either an alpha or numeric character; don't leave it blank.**

Distribution Code

Block Number: **18**

Record Positions (rp): **54-56**

	DOCUMENT IDENTIFICATION						
13. ...E M	14-15F. SUPPLEMENTARY ADDRESS	16F. SIG	17. FUND	18F. DISTRI-BUTION	9. PROJECT	20. PRI-ORITY	21. REQ'D DELIVERY DATE	SIGNATU
44	45-50	51	52-53	54-56	57-59	60-61	62-64
QUISITION DATA							

Data Field Title: **Distribution**

Explanation: Optional Entry. This three-character code may be used to request additional copies of supply/shipment status reports for another element of your organization, regardless of the M&S Code you entered in rp 7. To use this option, you must first notify GSA of this alternate addressee and arrange for a code to be assigned.

This is another multiple-use data field. By entering a GSA-assigned alpha character in rp 54, you can request that 100% supply and shipment status reports be sent to another element of your organization (in addition to the status reports already being furnished as per the M&S code entered in rp 7). You can request assignment of the FEDSTRIP Distribution Code by submitting the additional clear text address to GSA, Systems Management Center (FXS), Washington, D.C. 20406. As with all other GSA-assigned codes, they will be kept on file with the clear text addresses, and incorporated into the MILSTRIP system for recognition by DoD supply sources. Record positions 55 - 56 are left open for your internal use.

Project Code

Block Number: **19**

Record Positions (rp): **57-59**

DOCUMENT IDENTIFICATION							
NTARY SS	16F. SIG	17. FUND	18F. DISTRI-BUTION	19. PROJECT	20. PRI-ORITY	21. REQ'D DELIVERY DATE	SIGNATURE (If required
0	51	52-53	54-56	57-59	60-61	62-64	
A							

Data Field Title: **Project**

Explanation: Optional Entry. Assigned by GSA at your request, this three-character code is used primarily by DOD to identify requisitions and related documentation as to special programs, exercises, projects, operations, or other purposes.

In certain instances, agencies may want all potential supply sources to recognize and act on a project code. For civilian agencies, this would normally be restricted to consolidation of shipments. To receive assignment of such a project code, simply provide GSA/ (FXS) with a brief description of the project, a realistic completion date, and the names of persons to contact. Project codes beginning "9—," "3E-," "3R-," "JCD," "JZM," or JCO" are restricted for specialized DoD purposes and must not be used.

Priority Designator Code

Block Number: **20**

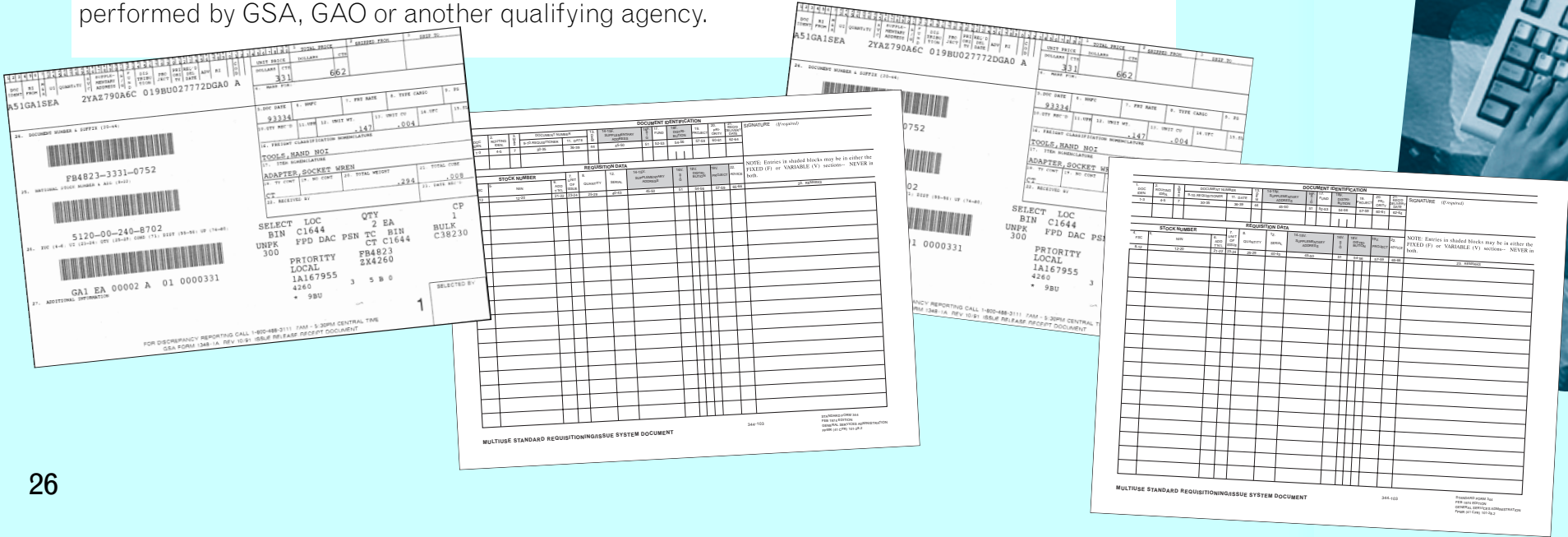Record Positions (rp): **60-61**

Data Field Title: **Priority**

Explanation: **Mandatory Entry**. This two-digit code designates to GSA the urgency of your requisition; i.e., its relative importance.

Code	Explanation
03	Will be used for disaster supplies or equipment required immediately for prolonging life in case of disaster, critical injury, fatal disease, or calamity. Premium transportation may be billed if required to meet delivery standard.
	Standard Delivery Days: Domestic: 2-3 days Overseas: 11 days (To all areas except the Western Pacific). 12 days (To the Western Pacific).
06	The item required is one without which the activity concerned is unable to perform assigned operational mission or tasks, or such condition is imminent.
	Standard Delivery Days: Domestic 2-8 days. Overseas: 15 days (To all areas except the Western Pacific). 16 days (To the Western Pacific).*
	* Provided timely surface transportation is available. In remote overseas areas, allowances must be made in order and shipping time to prevent jeopardizing supply support.

Code	Explanation
15	Routine stock replenishment. Standard Delivery Days: Same as Code 06.

For Special Order Program items requiring direct delivery, the time frames given above do not apply. Please be advised, also, that the use of code 03 falls within the purview of the public exigency authority in Federal Acquisition Regulation (FAR) 6.302-2, 6.303, and 6.304. Before you can use it, you must be able to document the emergency circumstances that form the basis of your request, and you should be prepared for an audit of your documentation, to be performed by GSA, GAO or another qualifying agency.

Required Delivery Date (RDD)

Block Number: **21**

Record Positions (rp): **62-64**

Data Field Title: **Req'd Delivery Date (RDD)**

Explanation: Optional Entry. This three-digit code may be used in certain exceptional cases when a delivery timetable more specific than that allowed for in rp 60 - 61 is required.

In most cases, the Priority Designator Code you enter in rp 60 - 61 will adequately describe your delivery time requirements, but if you do wish to specify a Required Delivery Date (RDD), that is later than those the standardized codes allow for, you can do so, as follows:

RDD Longer Than Standard Delivery Date — This entry tells the supply source to hold a shipment for a certain amount of time before releasing it.

CODE ENTRY: Enter S in rp 62, the appropriate number of months in rp 63 - 64.

(In responding to an RDD of "S06" for example, the GSA supply source would add the number of days in those six months to the requisition's Julian Date, and would deliver the order sometime before the end of the calculated month.)

Advice Code

Block Number: 22

Record Positions (rp): 65-66

Data Field Title: Advice

16V. S I G	18V. DISTRI-BUTION	19V. PROJECT	22. ADVICE	NOTE: Entries in shaded blocks FIXED (F) or VARIABLE (V) both.
51	54-56	57-59	65-66	23. REMARKS

Explanation: Optional Entry. This two-character code may be used to inform GSA of any special instructions you might have concerning your requisition, i.e., "do not backorder," "do not substitute for any unfilled portions," etc.

Code	Transaction	Explanation
2A*	Requisition	Item is not locally obtainable through manufacture, fabrication, or procurement.
2B*	Requisition	Only requested item will suffice. Do not substitute or interchange.
2C*	Requisition	Do not backorder; "Fill or Kill." Reject any unfilled quantity not available to meet the Standard Delivery Date (SDD) or Required Delivery Date (RDD). Suitable substitute is acceptable.
2D*	Requisition	Furnish exact quantity requested, i.e., do not adjust to unit pack quantity.
2F*	Requisition	Item known to be coded "obsolete," but still required for immediate consumption.
2G	Requisition	Multiple Use Code: 1) Ship new (or new looking) stocks 2) Strategic mission requires latest model and configuration (for electron tubes) 3) Strategic mission requires newest stock only (for photographic film) 4) Anticipated use requires latest expiration dates only (for biologicals)
2J*	Requisition	Do not substitute or backorder any unfilled quantities; "Fill or Kill."

Code	Transaction	Explanation
2K	Requisition	Item is being requisitioned from the continental U.S. pursuant to the Balance of Payment program. (To be used only by overseas customers.)
2L	Requisition	Quantity requested exceeds normal demands; however, this is a confirmed valid requirement.
2N	Requisition	Item required in one continuous length. No other configuration is acceptable; multiples of unit pack are not acceptable.
2P	Requisition	Item required in one continuous length. If requirement exceeds the unit pack length, multiples of the unit pack are acceptable.
2T	Requisition	Deliver to ultimate consignee by the SDD or RDD, or cancel requisition.
21	Requisition	Combination of Advice Codes 2L and 2T.
22	Requisition	Combination of Advice Codes 2C and 2L.
23	Requisition	Combination of Advice Codes 2G and 2L.
24	Requisition	Combination of Advice Codes 2B and 2G

* These advice codes are recognized and processed by the GSA automated system.

Advice Code

Continued

Code	Transaction	Explanation
25	Requisition	Combination of Advice Codes 2A and 2F
26	Requisition	Combination of Advice Codes 2B and 2L
27	Requisition	Combination of Advice Codes 2D and 2L
28	Requisition	Combination of Advice Codes 2L and 2N
29	Requisition	Combination of Advice Codes 2D and 2G

Code	Transaction	Explanation
31	Requisition	Combination of Advice Codes 2G and 2J
32	Requisition	Combination of Advice Codes 2C and 2T
33	Requisition	Combination of Advice Codes 2J and 2L
34	Requisition	Combination of Advice Codes 2B and 2N
39	Requisition	Combination of Advice Codes 2B and 2P

The Advice Code data field is another dual-use field. If you have requested that supply or shipment status information be provided, GSA will use this data field, rp 65 - 66, as a Status Code block when it reports back to you.

NOTE: The FEDSTRIP system accommodates a maximum of 80 record positions which can be used to encode data. So far, we have looked at the first 66 positions. The 14 remaining spaces are used in a variety of ways, in status documents and in documents connected with GSA's Material Returns Program. The codes that pertain are contained in the next two chapters, which cover these functions.
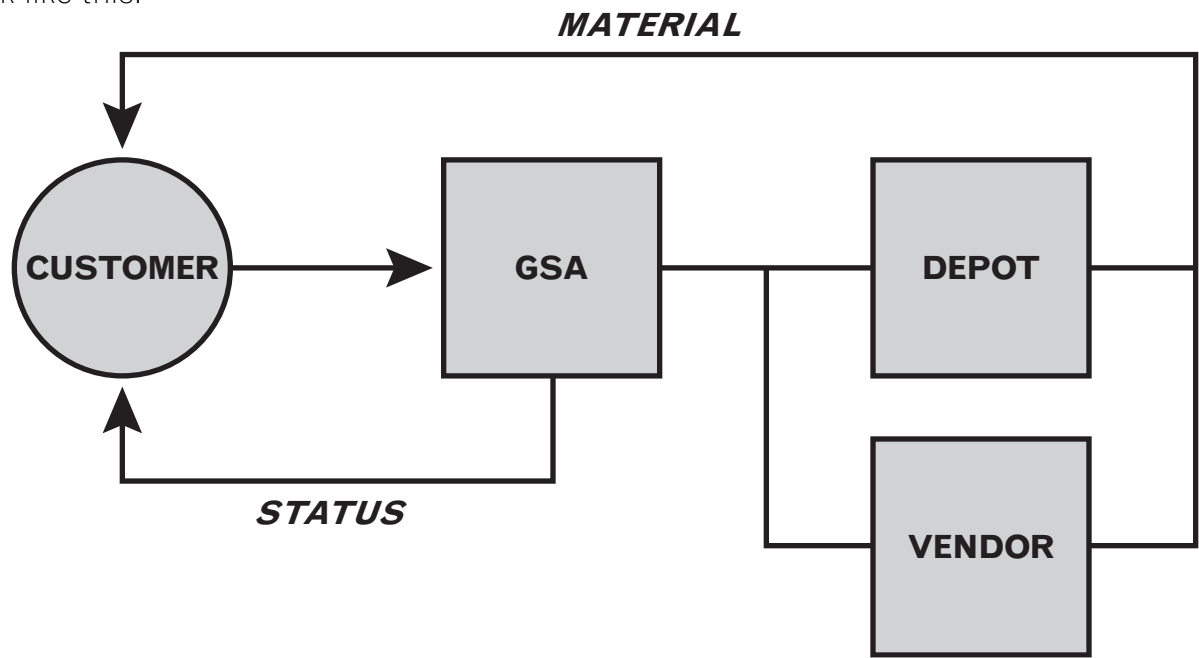
General Discussion

The Requisitioning Cycle

If we were to diagram what happens when you place an order with GSA, and request status information either in your original requisition or through a follow-up action, the picture might look like this:

Transmitting Status Information.

GSA can provide you with status information in a variety of ways: through an electronic medium by clear text mailer (GSA Form 10050); by printed card; or by administrative message, if that's the format you used in submitting your requisition. If you placed your order on GSA Global Supply or GSA *Advantage!*®, you can obtain status via e-mail, or you can utilize the Order History option available on these websites. Increasingly, GSA provides status information to civilian agencies in an accessible, easy to understand format. (On the GSA Form 10050, for instance, codes are explained, and supply and shipping status information is provided in plain language.)

Another supply status document formatted for ease of use is the self-mailer, GSA Form 3186C, Purchase Order Notice, which notifies you that GSA has placed your direct delivery order with a vendor, and provides procurement information in plain language.

In this chapter, we will discuss these various status formats and the codes you may need to know.

Supply Status Codes

Code	Explanation
BA	Item being processed for release and shipment.
BB	Item is back-ordered. The estimated shipment date is entered in rp 70 - 73.
BC	Item on original requisition has been back-ordered. A long delay is anticipated (see est. shipping date in rp 70 - 73). HOWEVER: a substitute item has been identified in rp 8 - 22, Stock Number field (or in "Remarks" field if item number is too long). Price of substitute item can be found in rp 74 - 80. If you wish, you may cancel the original requisition and submit a new requisition for the offered substitute.
BD	Suspended. Action on this requisition is being delayed to permit verification of application authorization, item identification, or technical data. Upon completion of review, additional status will be provided to indicate action taken.
BF	There is no record of document for which you submitted a cancellation or follow-up. If appropriate, requisitioners should deobligate funds. If item is still required, requisition again under new document number.
BG	As a result of a formal catalog change, either the item's NSN or Unit of Issue have been changed on this requisition. Along with quantity and unit price, review the new NSN (FSC and NIIN) to ensure that desired item is being identified; if not, submit cancellation request. If necessary, additional status will be provided by GSA to indicate any further action on this requisition.
BH	Service coordinated / approved substitute / interchangeable item, identified in stock number field, will be supplied. Examine unit of issue, quantity and unit price fields for possible changes. Revise appropriate records accordingly. Additional status will be provided.
BJ	Quantity changed to conform to unit pack or because of allowable direct delivery contract variance; adjust the due-in records accordingly. Unit of issue is not changed.
BK	Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.
BM	Your document was forwarded to activity indicated in rp 67 - 69. Forward all future transactions for this document number to that activity.

Code	Explanation
BQ	Requisition cancelled as per request of requisitioner, consignee, or other authorized manager. Deobligate funds if applicable.
BR	Cancelled by authority of requisitioning activity, in response to material obligation validation request from GSA processing point.
BV	Item procured on contract for direct shipment to consignee. The contract shipping date is entered in rp 70 - 73.
BZ	Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided. The estimated shipping date is in rp 70 - 73.
B2	Status of supply or procurement action precludes requested modification.
B3	The required available date contained in the original requisition is unrealistic. The date in rp 70 - 73 is the date when the material will be available.
B5	The activity identified by the code in rp 4 - 6 is in receipt of your follow-up request. Action to determine current status and/or improve the ESD is being attempted. Further status will be provided.
B7	The unit price for the item requested in rp 8 - 22 has been changed. Latest price is reflected in rp 74 - 80.
B8	Cancellation for requested quantity was not accomplished.
B9	The activity identified by the code in rp 4 - 6 has received your cancellation request. Action to cancel the demand or divert the shipment is being attempted. Do not deobligate funds or delete due-in. Advice of final action will be provided in later status transactions.
CA	Rejected. Reason for this action is given in "Remarks" block or in separate correspondence referring to this document number.
CB	Rejected. Initial requisition requested rejection of that quantity not available for immediate release or not available for immediate release or not available by the Standard Delivery Date (SDD) or Required Delivery Date (RDD). Quantity field indicates quantity not filled.

Supply Status Codes Continued

Code	Explanation
CD	Rejected. Unable to process because of errors in the quantity, date, serial number, and/or signal code fields.
	—-If a requisition is involved, and material is still required, submit a new requisition with correct data field entries.
	—-If a cancellation request is involved, and material is not required, submit a new cancellation request with a valid quantity entry.
CG	Rejected. Unable to identify requested item. Submit a new requisition and furnish correct NSN or part number. If correct NSN or part number is unknown, or if part number is correct, resubmit furnishing as much data as available.
CH	Rejected. Requisition was submitted to incorrect single manager / technical service or distribution depot and correct source cannot be determined. Research for correct source and submit a new requisition.
CJ	Rejected. Item is coded (or being coded) "obsolete" or "inactivated." Item in Stock Number field, if different from item originally requisitioned, can be furnished as a substitute if you submit another requisition for it. Unit price of the substitute item can be found in rp 74 - 80.
	—- If only the original item is desired, submit a new requisition, citing Advice Code "2B." Furnish whatever technical data is available; e.g., end item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, applicable publication.
CM	Rejected. Fund obligation is not cited. Submit a new funded requisition.
CP	Rejected. Source of supply is local manufacture, fabrication, or procurement. If not available locally, or if your activity lacks procurement authority, submit a new requisition with Advice Code "2A."
CS	Rejected. Quantity requisitioned is suspected of error or indicates excessive amount. A partial quantity is being supplied. In this transaction, the Quantity field reflects the quantity rejected. If the requirement still exists, submit a new requisition for that amount, using Advice Code "2L."

Code	Explanation
CU	Rejected. Item requested is no longer produced by any known source, and attempts to obtain it have failed. The item identified in the Stock Number field can be furnished as a substitute if you will submit a new requisition for it. The substitute item's unit price can be found in rp 74 - 80.
CV	Rejected. The item is prematurely requisitioned. The effective date for requisitioning is contained in rp 70 - 73.
CW	Rejected. The item is not available, or is a nonmailable item whose transportation costs are uneconomical. Local procurement is authorized for this requisition only. If item cannot be locally procured, submit a new requisition using Advice Code "2A."
CX	Rejected. Unable to identify the "bill to" and/or "ship to" address, as designated by the Signal Code given, which may be invalid. If the item is still required, submit a new requisition with valid data field entries.
CY	Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. If requirement still exists, contact appropriate Service/agency technical organization for assistance; or if substitute item is known, requisition that item.
C8	Cancelled. Vendor will not accept order for quantity less than the quantity indicated in rp 76 - 80.
DA	Rejected. Source of supply is direct ordering from the Federal Supply Schedule identified by number in rp 76 - 80 (rp 76 - 77 group, rp 78 - 79 part, rp 80 section).
D2	Rejected. Brand Name Resale item in short supply.
D3	Rejected. Activity did not respond to request for additional data within 30 days.
D7	Requisition modifier rejected because of errors in one or more data elements.

Reading the GSA Form 10050 (Clear Text Mailer)

Most civilian agencies now receive their status information automatically, via the GSA Form 10050 (Clear Text Mailer), which is generated by the GSA supply source to provide customers with timely updates on the progress of their orders. On the GSA Form 10050, supply and shipping information is offered in easy to understand, clear language; codes are explained.

Below, you will find an example of the GSA Form 10050.

GSA Form 10050, Clear Text Mailer

Receiving Supply Status Information On Direct Delivery Orders via GSA Form 3186C, Purchase Order Notice

When the GSA supply source places your order with a vendor, you are notified of that action by the generation of a self-mailer GSA Form 3186C, Purchase Order Notice. This clear-text document consists of 24 item entries that together provide all of the procurement information pertinent to your order. Here is a description of what each of these item entries means:

Item No.	Explanation	Item No.	Explanation
1.	Your requisition number.	12.	The description of the item being ordered.
2.	The estimated date the material will be shipped.	13.	Shows where the material will be inspected.
3.	The purchase order number.	14.	Indicates the percentage of quantity variation allowed by the contract.
4.	The contract number. If the order is being placed against a Blanket Purchase Agreement, the contract number will be prefaced with the literal "BPA". If the order is a Small Purchase, the literal "Small Purchase" will appear.	15.	Material safety data sheet required. Entry is Y (yes) or N (no). A "Y" indicates that yes, the vendor has to submit a material safety data sheet because the material is hazardous.
5.	The activity address code of the ultimate consignee.	16.	Performance oriented packaging (POP) responsibility. Entry is one of the following: YES- BY GSA EPF; YES- BY VENDOR; NO- NOT REQUIRED.
6.	If the material is to be shipped to a freight forwarder, the abbreviated freight forwarder's name is printed; otherwise this space is left blank.	17.	The weight of the material.
7.	Transportation account code. Required for Navy shipments only, will be blank for others.	18.	The cube of the material.
8.	Transportation control number assigned to the shipment.	19.	The unit of issue.
		20.	The number of units in each package.
9.	The national stock number (NSN) of the material ordered.	21.	The number of units in each shipping container.
10.	The quantity being ordered.	22.	The number of units in each intermediate container.
11.	The unit price of the item.	23.	The number of units in each pallet.

On facing page: sample GSA Form 3186C

Address of the GSA Acquisition Center that issued the purchase order. (The data that appears at the top middle portion of both pages is for GSA use only.)

Address of the requisitioner.

Address of the requisitioner and the telephone numbers to call if there is a quality control problem or a discrepancy with the shipment.

Basis for Stock Item Returns

If a shipment of stock items you have requisitioned cannot be delivered; or if a consignment of stock items was shipped to you in error by GSA (or ordered in error from GSA); or if your activity has overstock on items for which no present or future requirement can be seen, you may be able to return those stock items to GSA for credit against future requisitions. Returns may be authorized under one of the following programs.

- Frustrated Shipment Program
- Merchandise Return Authorization (MRA) Program
- Material Returns Program (MRP)

Frustrated Shipment Program

The authority and governing criteria for frustrated shipments can be found in 41 Code of Federal Regulations 101-26.311, which permits ordering activities to ask GSA for authorization to divert or return for credit any shipment of stock items (especially those destined for overseas shipment) which cannot be delivered onward, and for which the consignee or requisitioner cannot provide diversion instructions.

Merchandise Return Authorization (MRA) Program

The authority and governing criteria for the MRA Program can be found in 41 CFR 101-26.310, which permits the return for credit of GSA stock items ordered in error by an activity, or shipped in error by GSA.

There are three standard forms used to report these discrepancies:

SF361 Transportation Discrepancy Report (TDR) is for transportation related problems. When a shipment is received and there is noticeable damage or a shortage in the number of packages, sign and date the truck driver's delivery ticket as well as your copy. Annotate any problem and ensure that the driver's signature is legible on both copies. For concealed damage discovered when the cartons are opened, call the carrier and request an inspection within 15 days of delivery. Retain the shipping container and packaging material. After 15 days the consignee has the burden of proof that damage did not occur after delivery. Accept all cartons marked for you unless hazardous and leaking or damaged beyond repair. Incorrectly refusing freight may result in storage and redelivery fees.

SF 364 Shipping Discrepancy Report (SDR) is for problems with the order such as wrong item, overage, shortage, expired shelf life and packaging problems. If you receive a wrong item due to an ordering error by your activity, GSA may authorize return of the material for credit. Do not return the material until you receive a Merchandise Return Authorization.

SF 368 Product Quality Deficiency Report (PQDR) is for deficiencies in product design, specification, materials, manufacture or workmanship. Any quality issue that could cause death or injury, or severe occupational illness, or that could directly impede the customer agency's work is a Category I report and must be reported within 72 hours of discovery. All others are Category II and should be reported within 15 days of discovery.

If your organization would like to take advantage of either the Frustrated Shipment or the MRA program, simply contact GSA's National Customer Service Center (NCSC) by mail at GSA/NCSC/6FR, 1500 East Bannister Road, Kansas City, MO 64131; telephone 1-800-488-3111; fax 816-926-6952 or email NCSCcustomer.service@gsa.gov. You may also file a discrepancy report on the Internet from GSA *Advantage!*® (www.gsaAdvantage.gov) or GSA Global Supply (www.GSAglobalsupply.gsa.gov) using the Customer Service button on the lower left side of your screen.

Material Returns Program (MRP)

The GSA Material Returns Program (MRP) allows customers the opportunity to offer the return of material they no longer need for credit. Material offered must be in new or like-new condition (Condition Codes A and E only, See p. 38). Credit will be granted upon receipt and inspection of material shipped. The customer is responsible for paying all transportation charges to ship material back to GSA and restocking fees.

Direct questions regarding MRP to: GSA/FLAM, 2200 Crystal Drive, Arlington VA 20406, Telephone number 703-605-2554 or 703-605-2269. (Fedex mailings to this address should use zip code 22202.) **Do not ship material to this address.**

The preferred method of submission is electronically, via GSA *Advantage!*®, GSA Global Supply, or the Defense Automatic Addressing System. (All Department of Defense customers are encouraged to use the DAAS to transmit your Customer Asset Report (FTE) to GSA.)

Step #1

Step #2

Step #3

Step #4

Preparing Your MRP Offer (Step 1).

Prepare your report of excess/unwanted materials just as you would prepare a requisition for those same items, with the following differences:

- **Document Identifier Code (Doc ID) data field, rp 1 - 3.** Enter code "FTE" (customer report of unneeded or unwanted material).

- **Routing Identifier Code (RIC) data field, rp 4 - 6.** Enter code "GG0" (instead of GSA).

- **Signal Code data field, rp 51.** This alpha code tells GSA which activity account is to be credited for the returned material. Enter the appropriate code from one of the tables below.

If the material is to be shipped from the activity in rp 30 - 35	If the material is to be shipped from the activity in rp 45 - 50
Signal Code A: Credit to activity in rp 30-35	Signal Code J: Credit to activity in rp 30 -35
Signal Code B: Credit to activity in rp 45 - 50	Signal Code K: Credit to activity in rp 45 -50
Signal Code C: Credit to activity in rp 52	Signal Code L: Credit to activity in rp 52

- **Material Condition data field, rp 71.** From below, select the applicable code.

  - **Condition Code A:** Serviceable (issuable without qualification). Describes new, used, repaired, or reconditioned material which is serviceable and issuable without limitation or restriction. At least six months of shelf life remains, for those items subject to such restrictions.

  - **Condition Code E:** Unserviceable (repairable). Describes material requiring limited expense or effort to restore to serviceable condition (specifically, a deficiency in packing or packaging which restricts the issue or requires repackaging.

GSA Response to MRP Offer (Step 2).

GSA will respond to your offer, either electronically or by mail, and will inform you if you are authorized to return for credit all, part or none of the material offered. Here are the data fields and codes you should pay particular attention to:

- **Document Identifier Code (Doc ID) data field, rp 1 - 3.** The DIC will either be "FTR" (GSA Reply to Excess Report), or "FT6" (ICP/IMM Follow-Up Under MRP).

- **Routing Identifier Code (RIC) data field, rp 4 - 6.** This RIC identifies the GSA Depot (Inventory Control Point) that is replying to the offer of material.

- **Quantity data field, rp 25 - 29.** The quantity described by MRP Status Code (See p. 40).

- **Suffix Code data field, rp 44.** An alpha code of A or B may be used in this data field, on separate reply cards, to indicate quantity accepted and quantity declined.

- **Receiving Depot data field, rp 54 - 56.** This three-character field contains the Routing Identifier Code (RIC) identifying the facility to which the material should be sent: i.e. GN8 for Burlington, NJ; and GS8 for French Camp, CA. (If the offer for turn-in of long supply material was rejected by GSA, this data field will remain blank.) Here is a list of Material Returns Facilities, with Routing Indicator Codes (RIC):

RIC: GN8   GSA
Material Returns Facility
1900 River Road
Burlington, NJ 08016

RIC: GS8   GSA
Material Returns Facility
Sharpe Army Dept. Bldg. 330
700-East Roth Road
French Camp, CA 95231

* Material should only be shipped to one of the above addresses.

- **Action Date data field, rp 62 - 64.** Julian Date this response was prepared.

GSA Response to MRP Offer (Step 2). Continued

- **MRP Status Code data field, rp 65 - 66.** This two-digit code tells you if your offer of material has been accepted or rejected under the MRP. The codes are as follows:

MRP Status Code	Explanation
SB	**Rejected.** Report garbled, incomplete. Corrective action cannot be determined. Review, correct, and resubmit if appropriate. (Assign a new Document Number if a new asset report is submitted.
SC	**Rejected.** ICP/IMM of the reported material cannot be determined. Research records and resubmit with a correct stock number, if that will correct problem.
SF	**Rejected.** Material not in authorized condition to be reported, or condition code cannot be identified. Material should be screened for correct condition and new FTE document submitted. If material is not reportable, dispose of it as per current procedures.
SG	**Rejected.** This report duplicates a previously received report.
SL	**Rejected.** Dollar value of reported material is less than the minimum prescribed in current instructions.
SN	**Rejected.** Material reported is not authorized for return.
TA	**Accepted. Creditable Return.** Credit will be granted for quantity indicated in rp 25 - 29. Ship material to activity identified in rp 54 - 56.
TC	**Not Returnable.** Quantity indicated in rp 25 - 29 is not economically feasible to return. Disposition is authorized under current instructions.
TL	**Materials Received.** No credit allowed, as material received was other than that authorized for return.
TM	**Material Received.** No credit (or reduced) credit allowed, as condition of material was other than as reported. See rp 71 for Condition Code of material as actually received.
TN	**Material Received.** Credit authorized for quantity in rp 25 - 29.

SEE BELOW FOR MORE MRP STATUS CODES. THESE CODES ARE USED IN REPLY TO YOUR FOLLOW-UP QUERIES "FTF" (REQUEST FOR REPLY TO EXCESS OFFER), "FTP" (QUERY REF: NON-RECEIPT OF CREDIT), AND "FTT" (QUERY REF: ICP ACKNOWLEDGMENT OF GOODS RECEIVED).

TU	**Material Not Received.** Reply to "FTT" and "FTP" follow-up transactions.
TW	**Credit Action In Process.** Financial transaction is forthcoming. (Reply to "FTP" follow-up.)
TX	**Financial transaction accomplished.** Bill number of credit transaction appears in rp 76 - 80. (Reply to "FTP" follow-up query.)
T2	**Awaiting your "FTM or "FTC" transaction.** ("FTR" was sent to you.)
T3	**Your "FTM" transaction was received, but material has not been received.** Ship material, initiate tracer action, or cancel with "FTC" transaction, as appropriate.

Sending the Material to GSA (Step 3)

Let's assume that GSA has notified you (via an "FTR" document) that you can turn in for credit all of the material you had in long supply. The next step involves actually sending the material to GSA, and telling GSA you've done so.

- **Preparing the GSA Form 1348-1A**
  The first thing you have to do is prepare a GSA Form 1348-1A, Issue Release/Receipt Document to accompany the material you are returning for credit. You will be working with the top line of the form, and Blocks A and B in the body of the form.

  - **TOPLINE:** Using the "FTR" document that GSA sent you as a basis for the data entries, fill out the top line of the GSA Form 1348-1A. Simply transcribe the information, including the "FTR" Doc ID. (NOTE: You may alter the "Quantity" field to indicate that an amount of material smaller than was authorized is being turned in, but not more than was authorized.)

  - **IN BLOCK A:** Enter the in-the-clear address of the activity from which the material is being shipped.

  - **IN BLOCK B:** Enter the in-the-clear address of the GSA Material Returns Facility to which the material is being shipped. (MRP addresses are listed on p. 39.)

The GSA Form 1348-1A is a four-part form, numbered 2 - 5 (there is no #1 copy). After you've filled out the form, keep the original (copy no. 2) for your own files, and send copies 3 and 4 along with the shipment of material.

- **Notifying GSA that material was shipped (via "FTM" transaction)**
  After releasing the material to a carrier for shipment, you should notify GSA that you've done so by sending a shipment status report (Form 1348-1A), using Document Identifier Code (Doc ID) "FTM." In rp 4 - 6, enter the Routing Identifier Code (RIC) of the Inventory Control Point. Other data field entries follow your original requisition, with these changes:
  - In **rp 54 - 56,** enter the **Routing Identifier Code (RIC)** of the receiving depot.
  - In **rp 57 - 59,** enter the **Release Date.** (Julian date when material was released to carrier).
  - In **rp 60 - 61,** enter **Priority** (from FTR document).
  - In **rp 68 - 76,** enter **Traffic Control No. (TCN)** or **Government Bill of Lading (GBL) No.**
  - In **rp 77,** enter the **Mode of Shipment** code.

GSA Accepts Material and Issues Credit (Step 4)

Examining and Accepting Material

The criteria employed in examining returned materials are contained in 41 CFR 101-27.506. If the material you returned to GSA is found to be unacceptable, no credit is given, and the material will be classified as excess material, to be disposed of in accordance with 41 CFR 101-43.315. If this occurs, you will be notified of the disposal action via a Standard Form 364, Report of Discrepancy (ROD) document. When the material you return is received, examined and accepted at a Material Returns Facility, GSA will send you a Material Receipt status report with a Document Identifier Code (Doc ID) of "FTZ".

- ### Reading the Material Receipt status report (Doc ID "FTZ")
  In the first section of the report, original data is repeated, but new information appears as follows:

  - **In rp 62 - 64:** Date the shipment of material was received.

  - **In rp 65 - 66:** Status of this transaction (see p. 49 for MRP Status Codes)

  - **In rp 71:** Material condition (A: serviceable, E: unserviceable)

  - **In rp 72 - 80:** Expected credit in dollars and cents.

- ### Issuing Credit for Material
  Credit for the returned material (minus any transportation costs incurred) will then be posted to your account by the GSA Accounting Region having financial jurisdiction over your location. The amount of credit granted will be governed by 41 CFR 101-27.503. For your general information, credit status inquiries may be addressed to:

      GSA, Office of Finance (6BCR)
      Accounts Receivable Branch
      1500 E. Bannister Road
      Kansas City, MO 64131
      Tel: 816-926-7037

If you do make an inquiry, be ready to provide a copy of the "FTZ" confirmation document that GSA sent you when they received your material.

Exceptional Cases in the MRP: When Follow-Up Actions Are Necessary

- **When you receive no response to your initial MRP offer.** (Timeframe: 20 days)
  - **What to do:** Submit a follow-up Form 1348-1A using Doc ID "FTF"
  - **What will happen:** If GSA has no record of your original offer, your follow-up will be converted to offer status, and GSA will respond appropriately via an "FTR" document.

- **When you ship material under the MRP, but do not receive an acknowledgement from GSA that the material was received.** (Timeframe: 30 - 75 days)
  - **What to do:** Submit a follow-up copy of your FTM document, but use DOC ID "FTT," Request for Acknowledgement of Receipt of Materials.
  - **What will happen:** GSA will check for receipt of turned in materials and respond with an "FTZ" status document, if appropriate.

- **When your material has been shipped and accepted, a credit allowance was promised, but no credit billing has been received.** (Timeframe: 60 days after receipt of "FTZ" credit notification)
  - **What to do:** Submit a duplicate follow-up document, using Doc ID "FTP," Follow-Up For Credit.
  - **What will happen:** GSA will review due-in documents and financial records and respond appropriately. If material was received, and credit not granted, an "FTB" document will be sent, with status code TW (Credit Action In Process). If credit has been accomplished, the "FTB" document will show status code TX (Credit Transaction Completed), and the bill number will be shown in rp 76 - 80 of the document.

- **When GSA does not receive the material you were authorized to turn in, or a shipment cancellation document (with Doc ID "FTC"), or a shipment status card (with Doc ID "FTM").** (Timeframe: 50 days)
  - **What GSA does:** Sends you a follow-up document with the Doc ID "FT6," generated from the Inventory Control Point (ICP).
  - **What should happen:** Upon receipt of the follow-up "FT6" query, you should check your records to determine if you received the initial authorization for MRP turn-in (the "FTR" document). If you have no record of having received an "FTR" document, convert the "FT6" document you just received into an "FTR" document, and proceed from there: submit an "FTM" document when you make the shipment; or submit an "FTC" cancellation card.

- **When GSA has sent you both an "FTR" and "FT6" document, and received no response, nor received the material scheduled for turn-in.** (Timeframe: 20 days)
  - **What GSA does:** Cancels the authorization for turn-in and sends you a material release status card (Doc ID "FTZ") with the cancellation status code TP.

Appendixes

Ordering using FEDSTRIP on GSA *Advantage*!® or GSA Global Supply requires the following actions:

- Registration on one of the Web sites (www.gsaAdvantage.gov or www.GSAglobal supply.gsa.gov)

- Request for an Activity Address Code Password

- Creation of a FEDSTRIP Profile

WEB SITE REGISTRATION

You will only need to register at one Web site. Once registered, you can use your assigned username and password at either Web site for shopping.
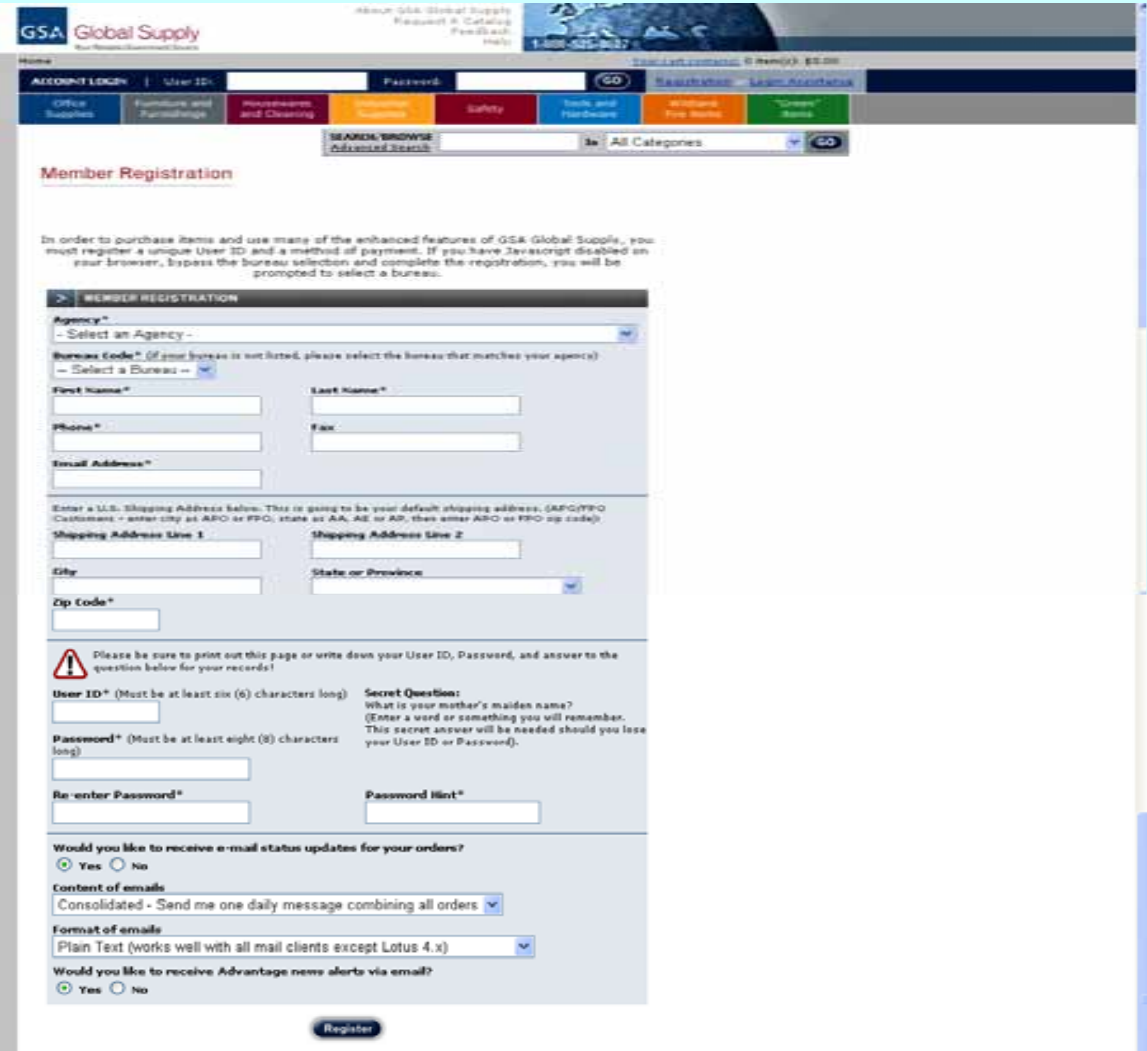

Figure 1

ACTIVITY ADDRESS CODE PASSWORD

Once you have registered, log on to one of the Web sites. Here you will be able to request a password for your Activity Address Code (AAC), create a FEDSTRIP Profile, and even get information about how to get a new AAC .

GSA *Advantage*!®
Login link

Figure 2A

GSA Global Supply
Login frame
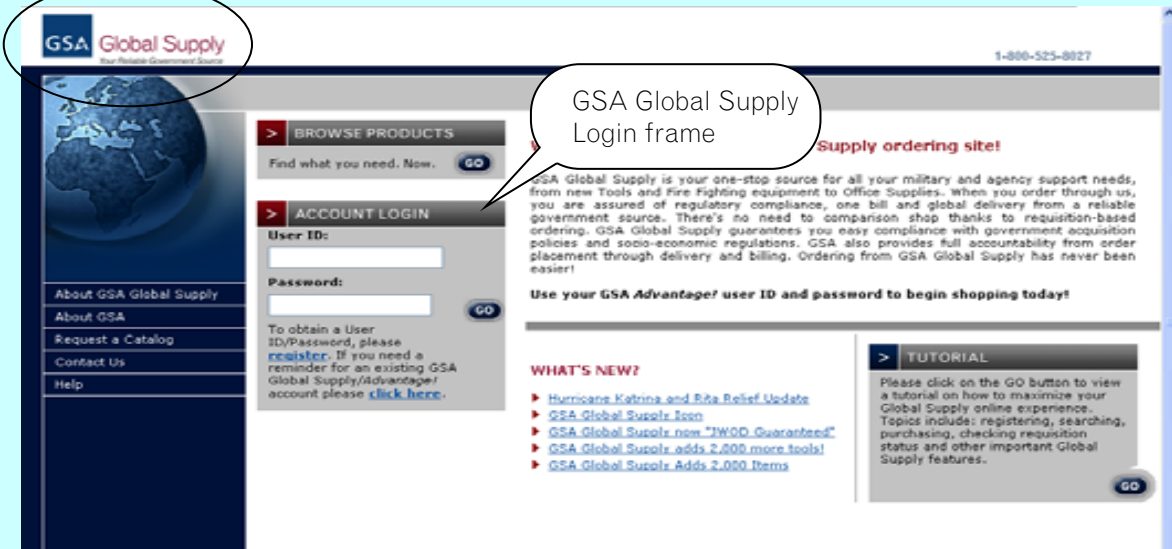
Figure 2B

If you logged into GSA *Advantage*!® the screen will not change, however, if you logged into GSA Global Supply, you will see the Global Supply Main Shopping Screen. (See figure 3).
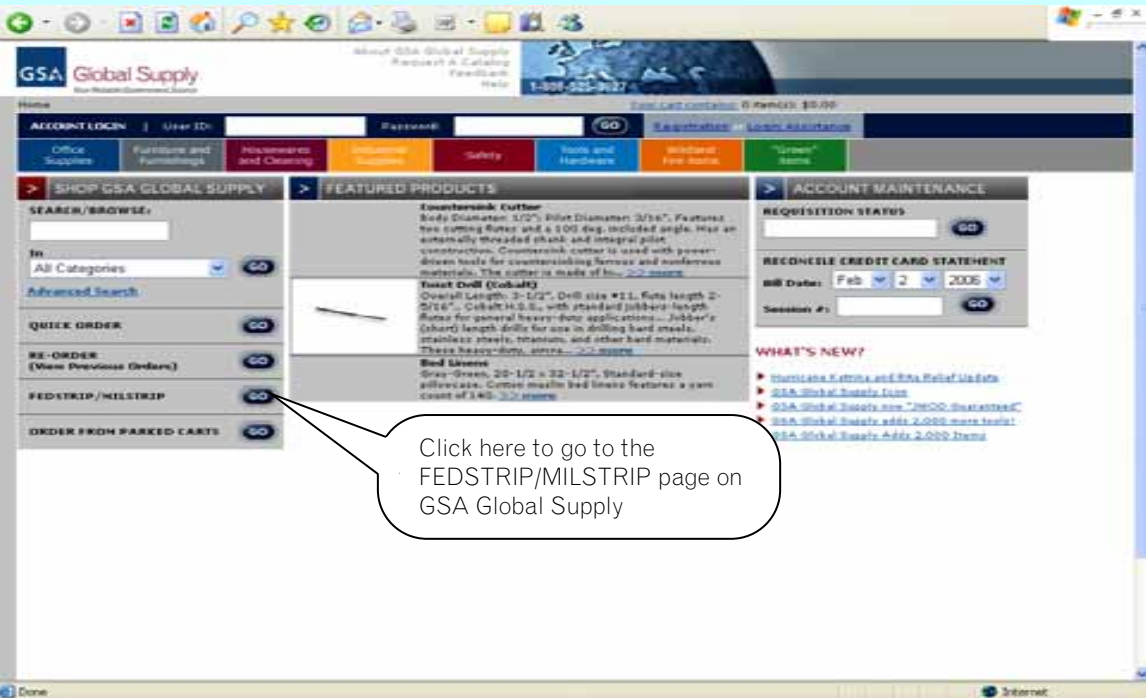
Figure 3A
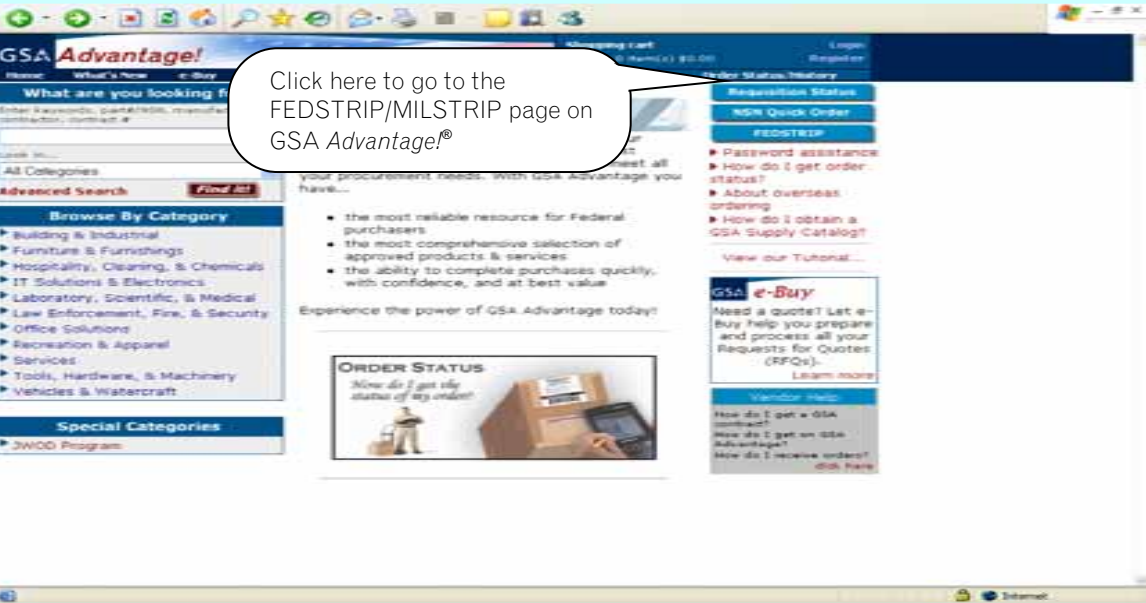
Figure 3B

Once you click on the FEDSTRIP/MILSTRIP link, if this is the first time you have ever shopped on one of the Web sites you will be taken to the Activity Address Code request screen (see figure 4). On this screen you will be required to get a password for the Activity Address Code (AAC) you wish to use when shopping.

If you do not know your AAC or have never used an AAC in the past, then click on the link that says Apply for an AAC. This will take you to figure 6.

Otherwise, enter the AAC you wish to get a password for and click the Apply for Password link. This will take you to figure 7.

You will need to request a new AAC and password. If you already know your AAC, you still must request a password to shop if this is your first time using the FEDSTRIP option.
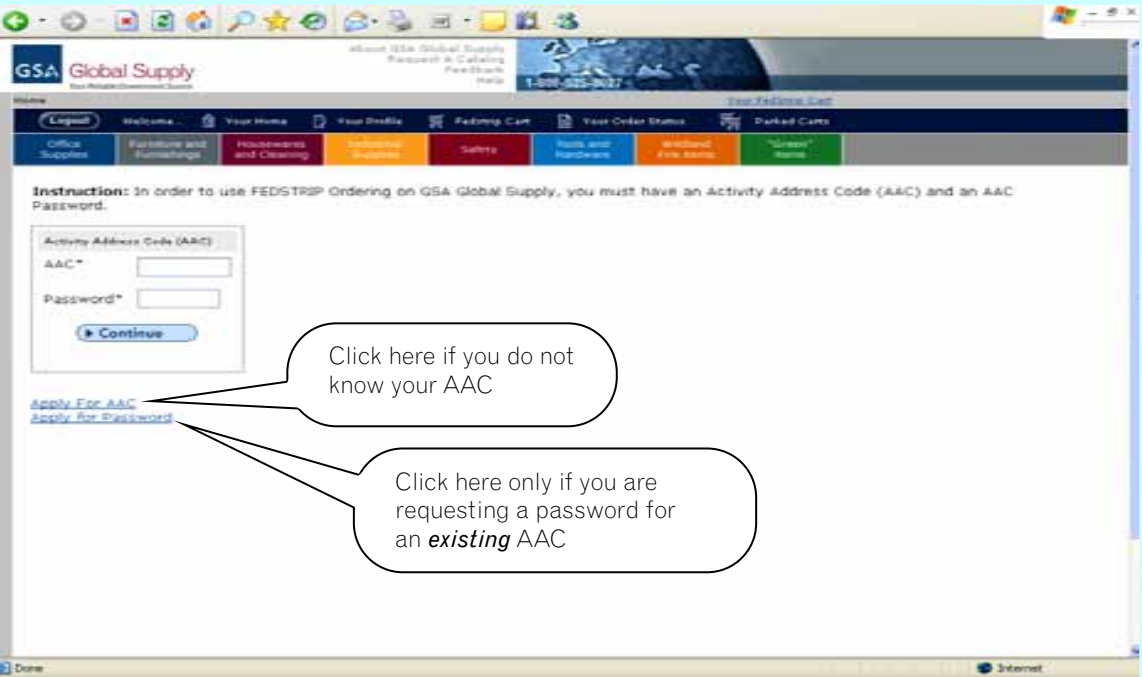
Figure 4

Once you have received a password for the AAC you are going to use, enter both the AAC and password into the appropriate fields and click Continue. Once you have done this, the next time you click on the FEDSTRIP/MILSTRIP link this screen will no longer appear. You will be taken directly to the FEDSTRIP shopping screen (figure 8).
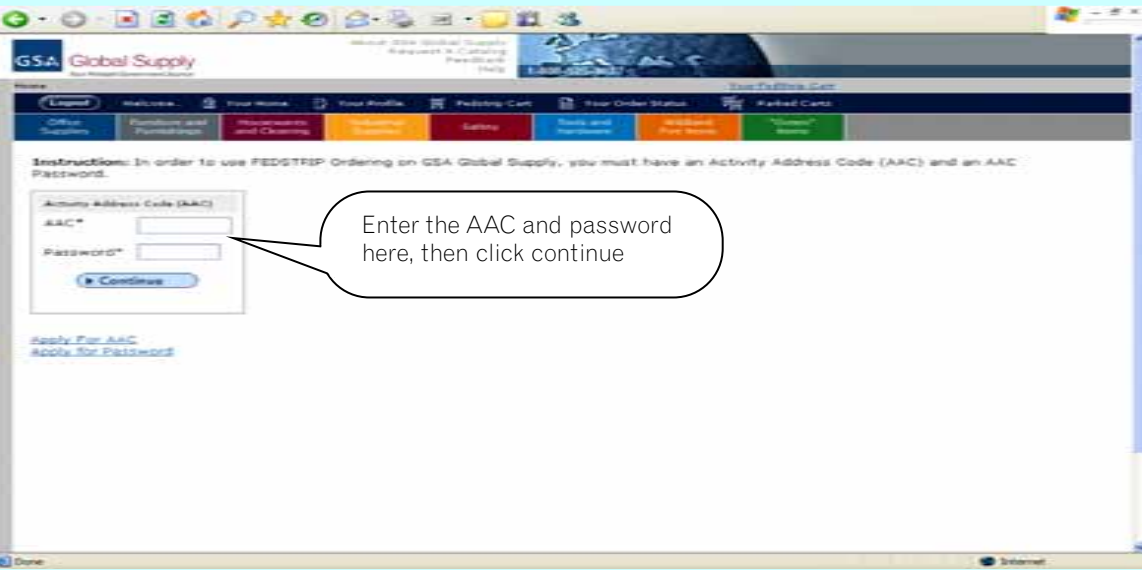
Figure 5
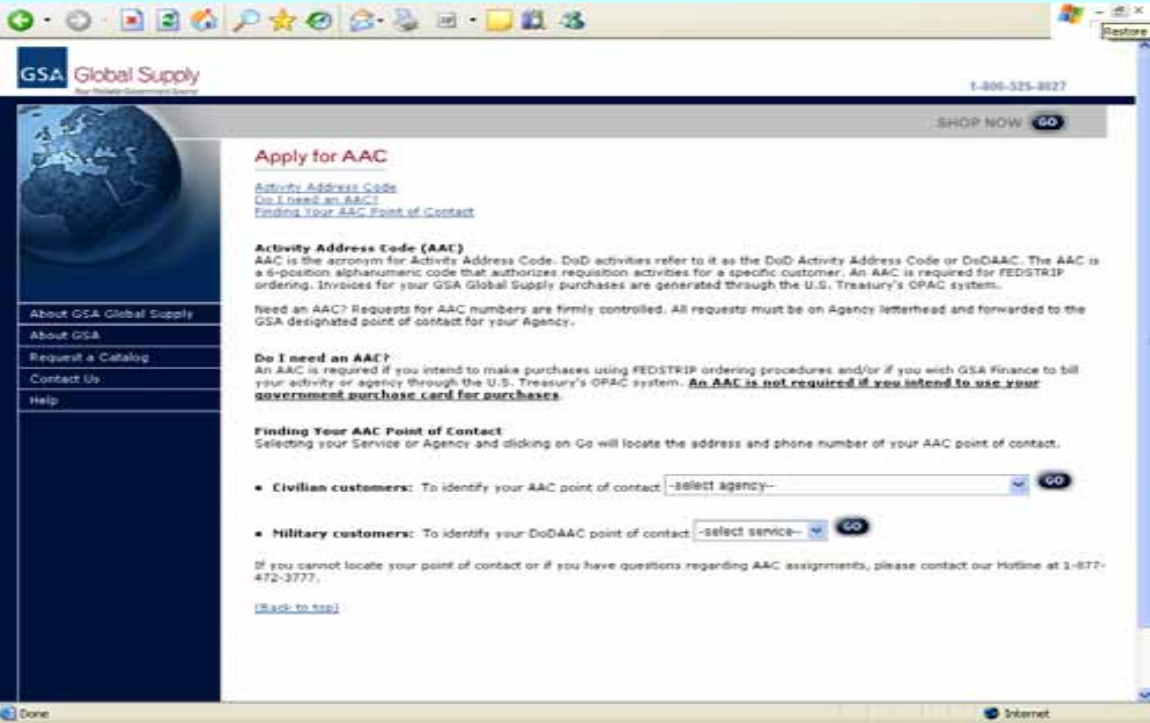
Figure 6

Follow the instructions on this screen to apply for an Activity Address Code or to find out what Activity Address Code has been assigned to your agency.
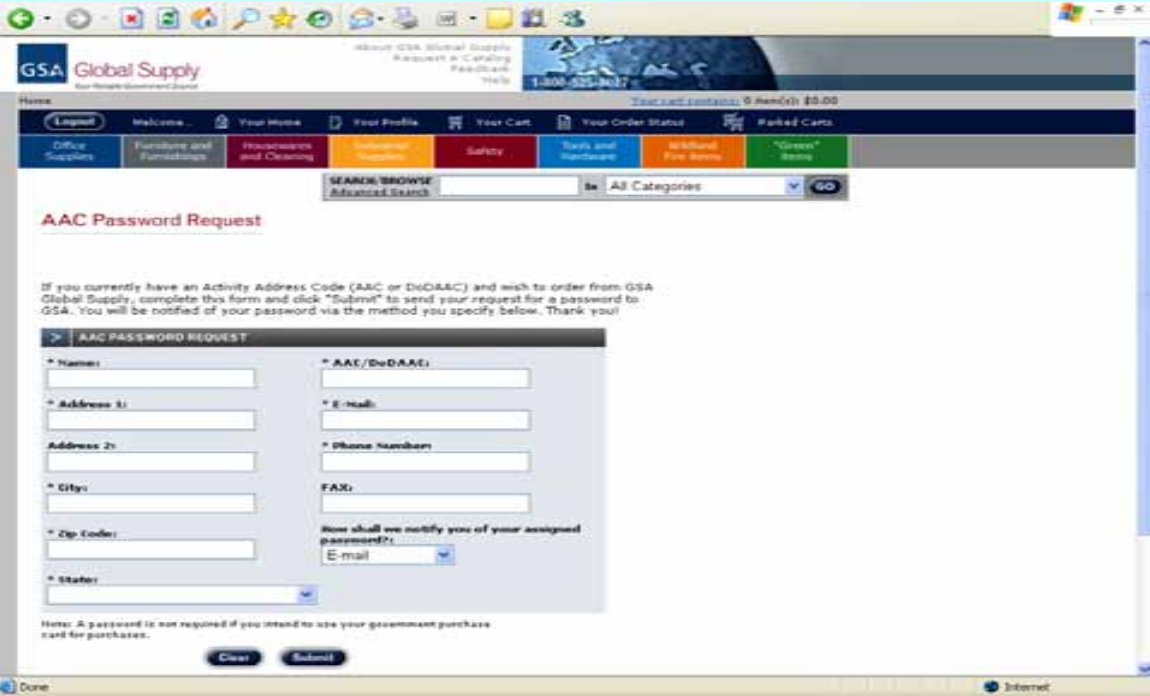

Figure 7

Follow the instructions on this screen to get a password for an *existing* Activity Address Code.

FEDSTRIP PROFILE

Before you can start shopping for the first time, you need to create a FEDSTRIP profile. This profile will store default information about your requisitions so you do not have to re-enter it each time you order. On the screen in figure 8 you will see that certain data is mandatory, while other data is optional. To properly use this screen refer to the previous chapters of this guide.

Figure 8

On this screen you need to provide the following information (items in **bold** are mandatory):

DOCUMENT IDENTIFIER (DOC ID) - See page 14

ROUTING IDENTIFIER CODE (RIC) - See page 16

ACTIVITY ADDRESS CODE (DODAAC if military) - See page 20

SUPPLEMENTAL ADDRESS - See page 22

SIGNAL CODE (SIG) - See page 23

FUND CODE - See page 24

DISTRIBUTION CODE - See page 25

PROJECT CODE - See page 25

PRIORITY DESIGNATOR - See page 26

REQUIRED DELIVERY DATE - See page 27

ADVICE CODE - See page 28

Appendix A: Using FEDSTRIP on GSA *Advantage!*® and GSA Global Supply

Once you have completed the actions as described previously, you are now ready to order!
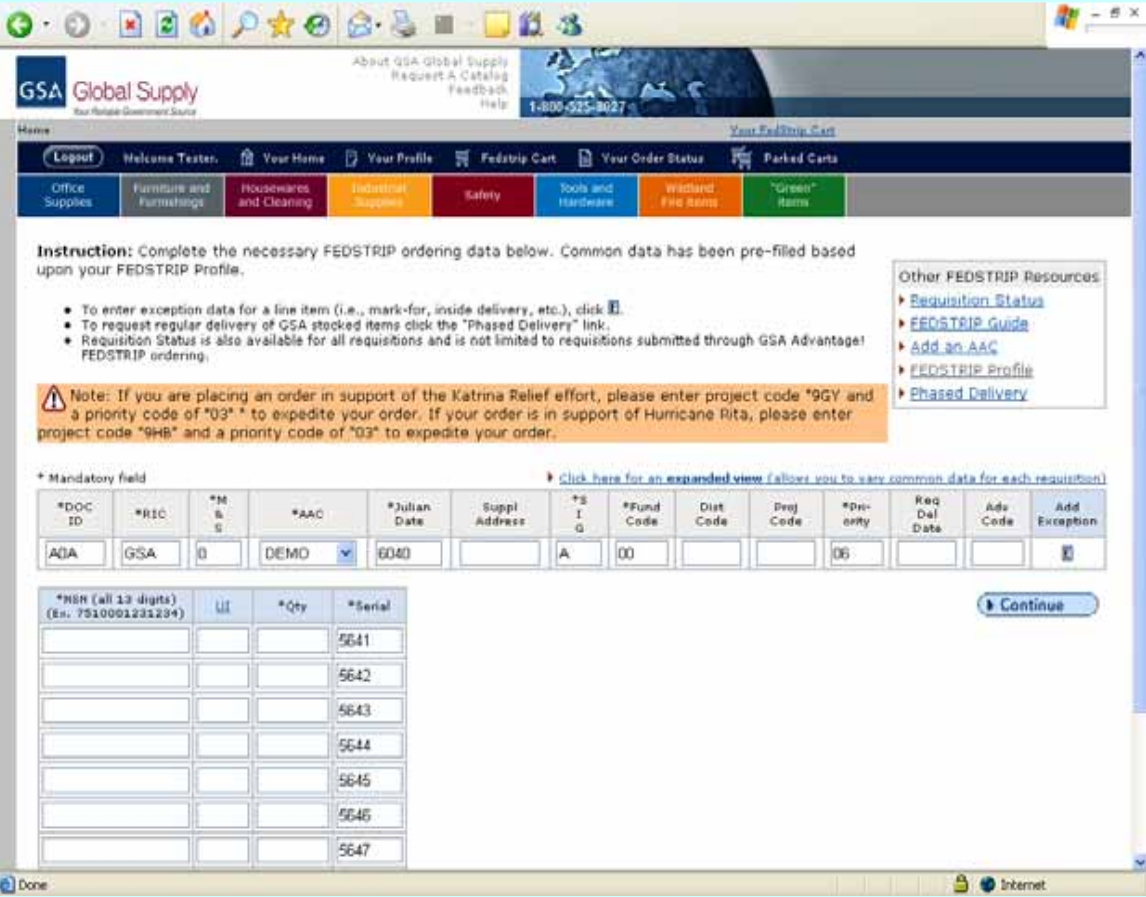
Figure 9

Appendix B: Phased Delivery

The Phased Delivery option is available for some GSA items, specifically those with an assigned National Stock Number (NSN). Phased Delivery allows you to schedule delivery of these items at regular intervals.
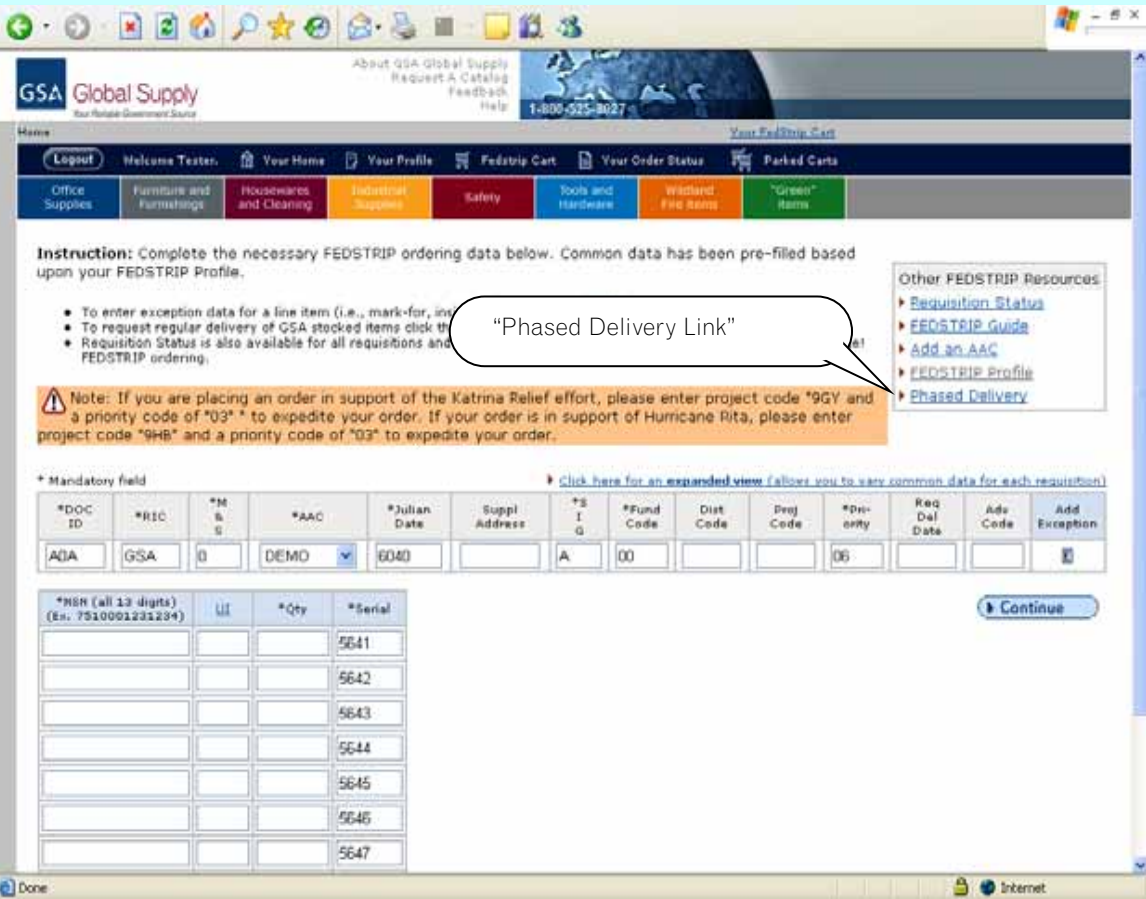

Figure 1

Appendix B: Phased Delivery

Figure 2 shows the screen that will be used to create the automated requisitions.

Figure 2

Appendix C: Inside Delivery

Mail and small parcel carrier service includes inside delivery on all small shipments. Customers may arrange for inside delivery when they need freight delivered beyond their loading docks. This is a relatively expensive service, and will be included in the GSA price only when all items in an order can be delivered by a single person with a hand-truck, and an elevator is available if delivery is to a floor other than that of the loading dock. The text below describes the available options when the GSA price includes such inside delivery, for items and delivery locations meeting the above criteria:

Stock and FOB Origin Special Ordering Program (SOP)

Arrange for the carrier to provide inside delivery, either at the time of delivery or when the carrier calls to make an appointment for delivery, and then annotate the bill of lading, "INSIDE DELIVERY PROVIDED". Sign this statement, print your name beneath the signature, and include your work telephone number (you may be contacted for authentication purposes).

FOB Destination SOP

Some contracts include inside delivery. If the purchase order does not indicate inside delivery, insure that the purchase order number is on the bill of lading, annotate the bill of lading as above, and arrange for the carrier to bill inside delivery charges to GSA's freight pre-payment auditor, currently:

> GSA C/O USTC LOGISTICS
> PO BOX 16869
> BALTIMORE MD 21206

The GSA price does not normally include delivery when items are too big to be delivered by a single person with a hand-truck, unless indicated on the purchase order. In these cases you must arrange for inside delivery directly with the carrier or vendor, at your expense. In unusual cases, the GSA buying activity may assist in this process.

GSA prices do not include physically carrying freight up or down stairs (where delivery is to a floor other than that of the loading dock, and there is not an available elevator). If there isn't an elevator and this service is necessary, you must let GSA know this when submitting your order and this service will be negotiated into the order placed with the vendor. If such arrangements are not made in advance, then you must arrange for this delivery, at your expense, directly with the carrier or vendor.

Notes:

Notes:

GSA

Smarter Solutions

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501 WEST FELIX STREET
FORT WORTH, TX 76115

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