GSA

FedStrip
Operating Guide

2003

U.S. General Services Administration
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Contents

Introduction ...

FEDSTRIP— Federal Standard Requisitioning and Issue Procedures System— is the mandatory requisitioning system for civilian Federal agencies and authorized contractors who wish to order supplies from the General Services Administration (GSA).

Originally developed as an offshoot of the Department of Defense MILSTRIP Requisitioning System, FEDSTRIP is similarly designed to allow you to accomplish a wide variety of procurement/supply actions within a very condensed Automatic Data Processing (ADP) framework. In both systems, codes are used as a kind of shorthand to represent information in a condensed format.

By entering the FEDSTRIP codes into specific ADP formats, GSA customers can:

a. Submit a requisition for supplies.

b. Check on the status of a requisition already submitted.

c. Change a requisition (i.e., cancel the order altogether; substitute one of the items in it for another item; change the ultimate destination of the shipment).

d. Return to GSA items that were overstocked.

This Guide will itemize the FEDSTRIP codes and explain how they are used; describe the various FEDSTRIP formats; and give you examples of the forms you are most likely to use. In addition, we will briefly discuss how to read and interpret status documents; how to submit requisitions to GSA via electronic means; and how to participate in GSA's Material Returns Program.

Our goal is to help you become familiar with the FEDSTRIP's codes, forms, and formats... so the system will work better for you.

... and a few general notes

1. One of the most important codes you'll work with in FEDSTRIP is your six-digit Activity Address Code (AAC). This is the code that is assigned to your organization when you establish an account with GSA. The AAC is your I.D. number. When you fill out a form, or log onto the system via computer, the AAC tells GSA who you are.

Not surprisingly, the AAC is a mandatory entry in all FEDSTRIP formats.

New customers of GSA can apply for an AAC by writing to: GSA/FSS Systems Management Centers (FXS) , Washington, D.C. 20406. (For more important details on how to establish your AAC, see pgs. 23-26.)

2. FEDSTRIP is compatible with DoD's Military Standard Requisitioning and Issue Procedures (MILSTRIP) system. Civilian agencies, including those authorized to requisition from DoD sources, should 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 in 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.D. 20402; or by calling: 1-866-512-1800 or (202) 512-1803.

3. FEDSTRIP transactions can be transmitted to GSA by various means: on a written form; by administrative message such as fax, telephone, or— Multi-Use File for Interagency News (MUFFIN) program, which permits you to submit your transactions to GSA via personal computer and modem. You can also obtain a password by faxing a request to (703) 305-6731. An even newer ordering method is GSA*Advantage*! or GSA*Advantage*!/GSA Global Supply websites which allows you to shop on-line (See Appendix D).

If you'd like to learn more about the MUFFIN program, call the MUFFIN Help Line at (703) 305-3509. The GSA*Advantage*!/GSA Global Supply hotline is 1-877-472-3777.

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 sub-divided 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-digit Activity Address Code (AAC), no matter which FEDSTRIP form is used. Even if you are placing your order electronically, through MUFFIN, 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
* Canceling 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, of course, input your order to GSA electronically through the MUFFIN program (see Appendix A for details on how it works) or through GSA*Advantage*! or GSA Global Supply (see Appendix D). Whichever method of transmission you choose, however, the key fact that remains is this: 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 sets. 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 Defence 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:
Document Identifier (Doc ID) Code

Explanation: <u>Mandatory Entry.</u> The 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 pgs. 12-13 for list of Doc IDs**

Block Number: **2**
Record Positions (rp): **4-6**
Data Field Title: **Routing Identifier Code (RIC)**

Explanation: <u>Mandatory Entry.</u> Enter "GSA." **See pg. 14 for** more RIC info.

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

Explanation: <u>Mandatory Entry.</u> The M&S Code is 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. Enter "0" if you do not wish status. If you leave this space blank, "0" will be entered for you. **See pg. 15 for a list of M&S codes.**

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

Explanation: <u>Mandatory Entry.</u> The 15-digit National Stock Number (NSN) identifies the item of supply being ordered. **See pg. 16 for more Stock Number info.**

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

Explanation: <u>Mandatory Entry.</u> This two-digit code represents the standard unit by which an item is issued or ordered; i.e. "ea" (each), "bx" (box), "dz" (dozen), etc. **See pg. 17 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 numeric 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 pg 24 for more info.**

Block Number: **9-10**
Record Positions (rp): **30-35**
Data Field Title:
Requisitioner [Activity Address Code]

Explanation: <u>Mandatory Entry.</u> The Requisitioner Activity Address Code (AAC) is a 6-digit code assigned to your organization when you join the system. It identifies the activity placing the order. **See pgs 18-19 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, 1993 would be 3002. **See pg 19 for Julian Date info.**

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

Explanation: <u>Mandatory Entry.</u> This four-digit number, 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 pg 19 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 requisition and identifies it throughout the entire processing sequence.

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

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 Code

Explanation: Optional Entry. This six-digit 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 pg. 20 for more info.**

Block Number: 16
Record Positions (rp): 51
Data Field Title: Signal Code

Explanation: <u>Mandatory Entry.</u> This one-digit code designates to GSA the "ship to" and bill to" addresses for this requisition. **See pg. 21 for a listing of Signal Codes.**

Block Number: 17
Record Positions (rp): 52-53
Data Field Title: Fund Code

Explanation: <u>Mandatory Entry.</u> This two-digit code indicates to GSA that funds are available to pay for the material being ordered, and authorizes its release. **See pg 22 for more Fund Code info.**

Block Number: 18
Record Positions (rp): 54-56
Data Field Title: Distribution Code

Explanation: Optional Entry. This three-digit 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 pg. 23 for more info on Distribution Codes.**

Block Number: 19
Record Positions (rp): 57-59
Data Field Title: Project Code

Explanation: Optional Entry. Assigned by GSA at your request, this three-digit code tells the supply source to consolidate your materials into one shipment when released to a carrier. **See pg. 23 for more info.**

Block Number: 20
Record Positions (rp): 60-61
Data Field Title: Priority Designator Code

Explanation: <u>Mandatory Entry.</u> This two-digit code designates to GSA the urgency of your requisition; i.e., its relative importance. **See pg. 24 for a list of priority Designator Codes.**

Block Number: 21
Record Positions (rp): 62-64
Data Field Title: Required 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 pg. 25 for RDD info.**

Block Number: 22
Record Positions (rp): 65-66
Data Field Title: Advice Code

Explanation: Optional Entry. This two-digit 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 pgs. 27 for a listing of 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	Document Identifier (Doc ID) Code	**Mandatory Entry.** The appropriate three-digit code ("**AM1**," "**AM2**," "**AM5**," "**AMA**," "**AMB**,"or "**AME**") tells GSA you wish to modify one or more of the following data fields.
3	7	Media and Status (M&S) Code	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	Signal Code	Change if desired; or copy verbatim from original requisition.
17	52 - 53	Fund Code	Change if desired; or copy verbatim from original requisition.
18	54 - 56	Distribution Code	Change if desired; or copy verbatim from original requisition.
19	57 - 59	Project Code	Change if desired; or copy verbatim from original requisition.
20	60 - 61	Priority Designator Code	Change if desired; or copy verbatim from original requisition.
21	62 - 64	Required Delivery Date	Change if desired; or copy verbatim from original requisition.
22	65 - 66	Advice Code	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 Acquisition Center 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	Document Identifier (Doc ID) Code	**Mandatory Entry.** The appropriate three-digit 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 receive neither material nor 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	Document Identifier (Doc ID) Code	**Mandatory Entry.** The appropriate three-digit code tells GSA you wish status info on a previously submitted transaction; or wish to improve the estimated shipping date of an order. **See pgs. 12-13 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: **Document Identifier (Doc ID) Code**

Explanation: **Mandatory Entry**. The Doc Identifier ID is a three-character (Doc ID) code that identifies your reason for submitting the document; it indicates the document's purpose.
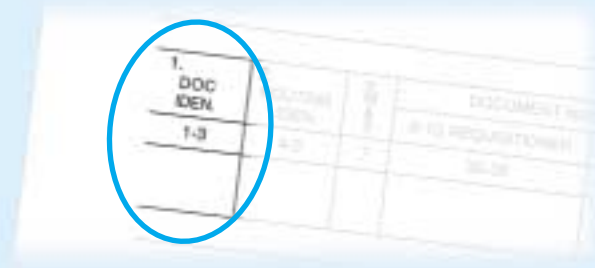
Code	Transaction	Explanation
A01	Requisition	For overseas shipment only, NSN items
A02	Requisition	For overseas shipment only part number items
A05	Requisition	For overseas shipment, with exception data entered in "Remarks" block of form
A0A	Requisition	For domestic shipment only, NSN items
A0B	Requisition	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)
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)

Code	Transaction	Explanation
AE3	Supply Status	Notice from supply source to entity identified in rp 54
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 original cancellation order not received
AK2	Follow-Up (on cancellation request)	By supplementary (on cancellation addressee (rp 45 - 50), process as cancellation order if orig. cancellation 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 original document 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
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
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 original document not received
AM2	Document Modifier	For overseas shipment / part number items, process as requisition if orig. not received
AM5	Document Modifier	For overseas shipment items with exception date 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

Code	Transaction	Explanation
AME	Document Modifier	For domestic shipment items with exception date 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)	For overseas shipment / NSN items, process as requisition if orig. not received
AT2	Follow-Up (request for status)	For overseas shipment / part number items, process as requisition if orig. not received
AT5	Follow-Up (request for status)	For overseas shipment items with exception data entered in "Remarks" block, process as requisition if orig. not received
ATA	Follow-Up (request for status)	For domestic shipment / NSN items, process as requisition if orig. not received
ATB	Follow-Up (request for status)	For domestic shipment / part number items, process as requisition if orig. not received
ATE	Follow-Up (request for status)	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 Identifier Code (RIC)**

Explanation: Enter "GSA"

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 Information Systems Network (DISN) (data pattern message), use GSA Communications Routing Indicator "RUEOPUA."

Media and Status (M&S) Code

Block Number: **3**

Record Positions (rp): **7**

Data Field Title: **Media & Status (M&S) Code**

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.
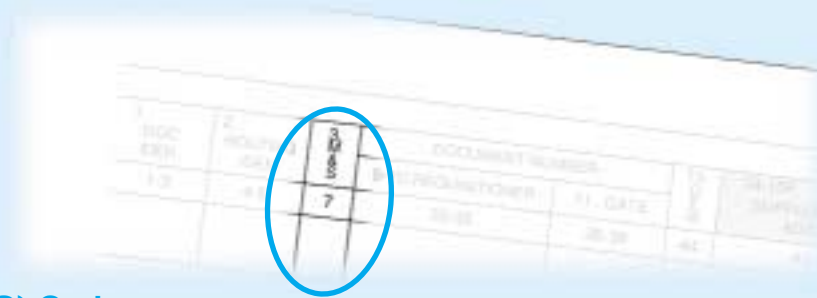
Code	Transaction	Explanation
0	Requisition	No status to requisitioner (rp 30 - 35) or to supplementary addressee (rp 45 - 50)
2	Requisition	Exception status to requisitioner (rp 30 - 35) via data pattern message (DISN)
3	Requisition	Exception status to requisitioner (rp 30 - 35) by mail

Code	Transaction	Explanation
4	Requisition	Exception status to requisitioner (rp 30 - 35) via DISN
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) via DISN
C	Requisition	100% supply status to requisitioner (rp 30 - 35) by mail (interpreted card documents)
D	Requisition	100% supply status to supplementary addressee (rp 45 - 50) via DISN
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) via DISN
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 100% shipment status to requisitioner (rp 30 - 35) via DISN

Code	Transaction	Explanation
L	Requisition	Exception supply status and 100% shipment status to requisitioner (rp 30 - 35) by mail
M	Requisition	Exception supply status and 100% shipment status to supplementary addressee (rp 45 - 50) via DISN
N	Requisition	Exception supply status and 100% shipment status to supplementary addressee (rp 45 - 50) my 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) via DISN
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) via DISN
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) via DISN

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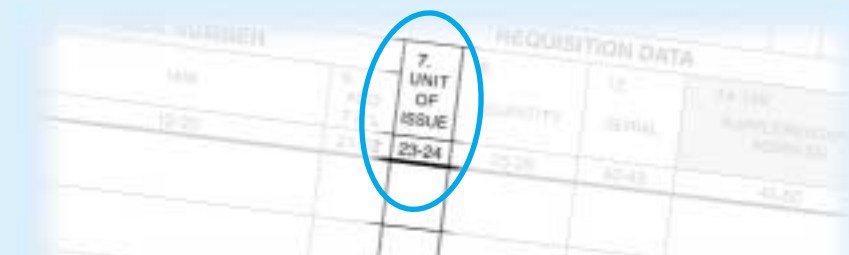
|							
AM	Ampule	CF	Cubic foot	KT	Kit	RA	Ration
AT	Assortment	CK	Cake	LB	Pound	RL	Reel
AY	Assembly	CL	Coil	LG	Length	RM	Ream
BA	Ball	CN	Can	LI	Liter	RO	Roll
BD	Bundle	CO	Container	MC	Thousand cu.	SD	Skid
BE	Bale	CT	Carton		ft.	SE	Set
BF	Board Foot	CY	Cylinder	ME	Meal	SF	Square foot
BG	Bag	CZ	Cubic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

Quantity

Block Number: **8**

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

Data Field Title: **Quantity**

Explanation: **Mandatory Entry**. This five-digit numeric 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."

Quantity — When entering this five-digit numeric 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: **Activity Address Code (AAC) [Requisitioner]**

Explanation: **Mandatory Entry**. The Requisitioner Activity Address Code (AAC) is a 6-digit 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; the U.S. Department of Agriculture; 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/FSS, Systems Management Center, Washington, D.C. 20406. Urgent requests may be faxed to 703-305-6731.

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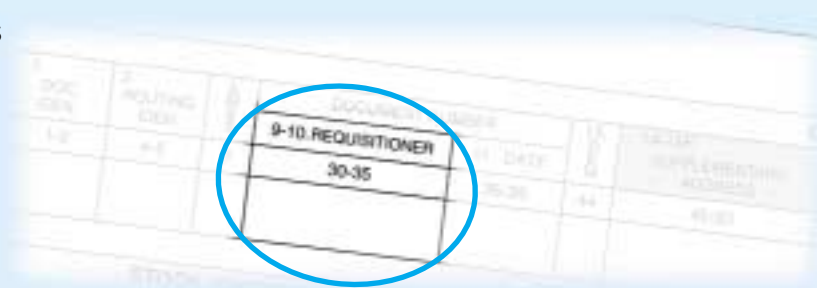
3. Your AAC request should also include: the name, telephone number, and signature of your authorized requesting agent, along with a copy of your agent's pay station symbol; and a statement as to whether or not inside delivery of all freight shipments is required.

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, 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, 1993 would be 3002.

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, 1993 would be 3153.) 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.
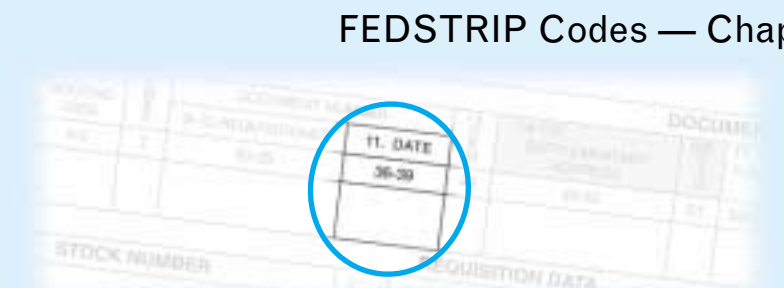
Serial Number

Block Number: 8

Record Positions (rp): 25-29

Data Field Title: **Quantity**

Explanation: **Mandatory Entry**. This five-digit numeric 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."

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, but if necessary— for block assignment or other control purposes— any alpha characters except I and O may be used.
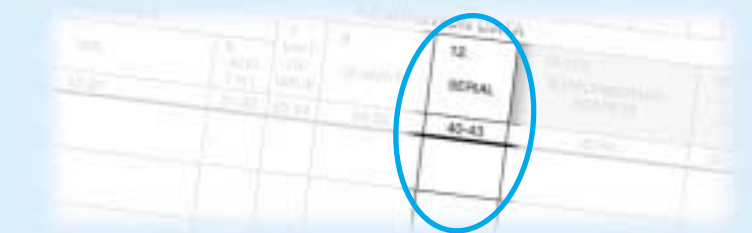
Document or Requisition Number

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: **Demand**

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.
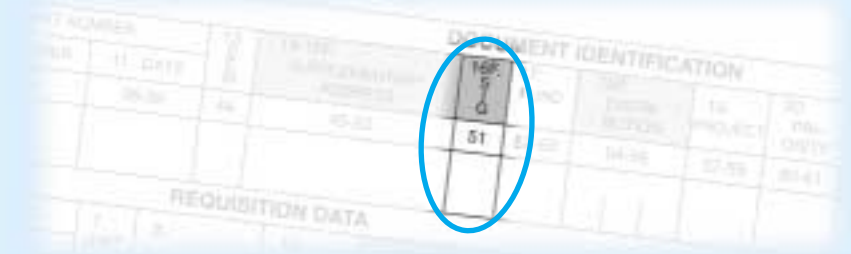
Supplementary Address Code

Block Number: **14-15**

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

Data Field Title: **Date**

Explanation: Optional Entry. This six-digit 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 six-digit 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-digit 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.

When GSA is the customer and is 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-digit 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). If you are a GSA customer ordering from DLA, use Signal Code "B" at the end of the explanation for 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

Data Field Title: **Fund Code**

Explanation: **Mandatory Entry**. This two-digit 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-digit 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), 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/FSS, 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.
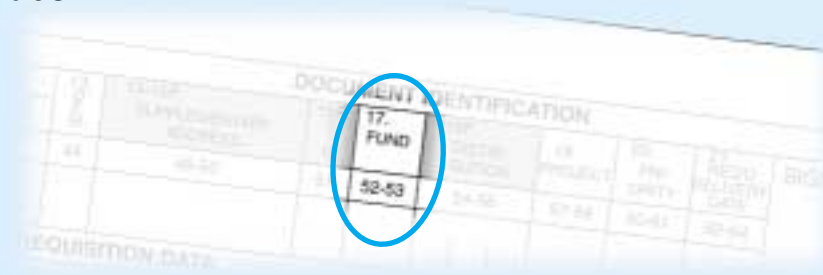
Distribution Code

Block Number: 18

Record Positions (rp): 54-56

Data Field Title: **Fund Code**

Explanation: Optional Entry. This three-digit 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/FSS, 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.
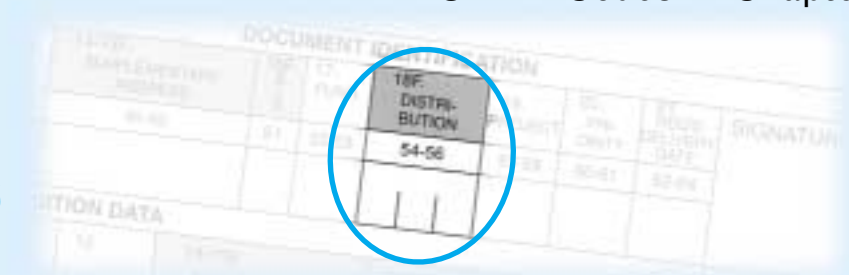
Project Code

Block Number: 19

Record Positions (rp): 57-59

Data Field Title: **Project Code**

Explanation: Optional Entry. Assigned by GSA at your request, this three-digit code tells the supply source to consolidate your materials into one shipment when released to a carrier.

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/FSS (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.
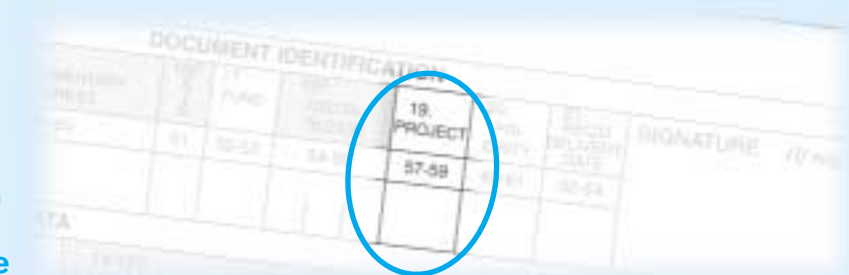
Priority Designator Code

Block Number: **20**

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

Data Field Title: **Priority Designator Code**

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.
	Standard Delivery Days:
	Domestic: 7 days
	Overseas: 11 days (To all areas except the Western Pacific). 12 days (To the Western Pacific).
08	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 11 days.
	Overseas: 15 days (To all areas except the Western Pacific). 16 days (To the Western Pacific).

Code	Explanation
10	The item required is one for immediate use, the lack of which is impairing the operational capability of the activity.
	Standard Delivery Days:
	Domestic: 29 days.
	Overseas: 67 days (To Alaska, Hawaii, South America, Caribbean, and North Atlantic). 72 days* (To Northern Europe, Mediterranean, and Africa). 82 days* (To the Western Pacific).
15	Routine stock replenishment.
	Standard Delivery Days: Same as Code 10 above.
	* Provided timely surface transportation is available. In remote overseas areas, allowances must be made in order and shipping time to prevent jeopardizing supply support.

For Special Order Program items requiring direct delivery, the time frames given above do not apply. (See Appendix B for a Procurement Leadtime Table that lists approximate turn-around times for orders in all supply classes.) 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.
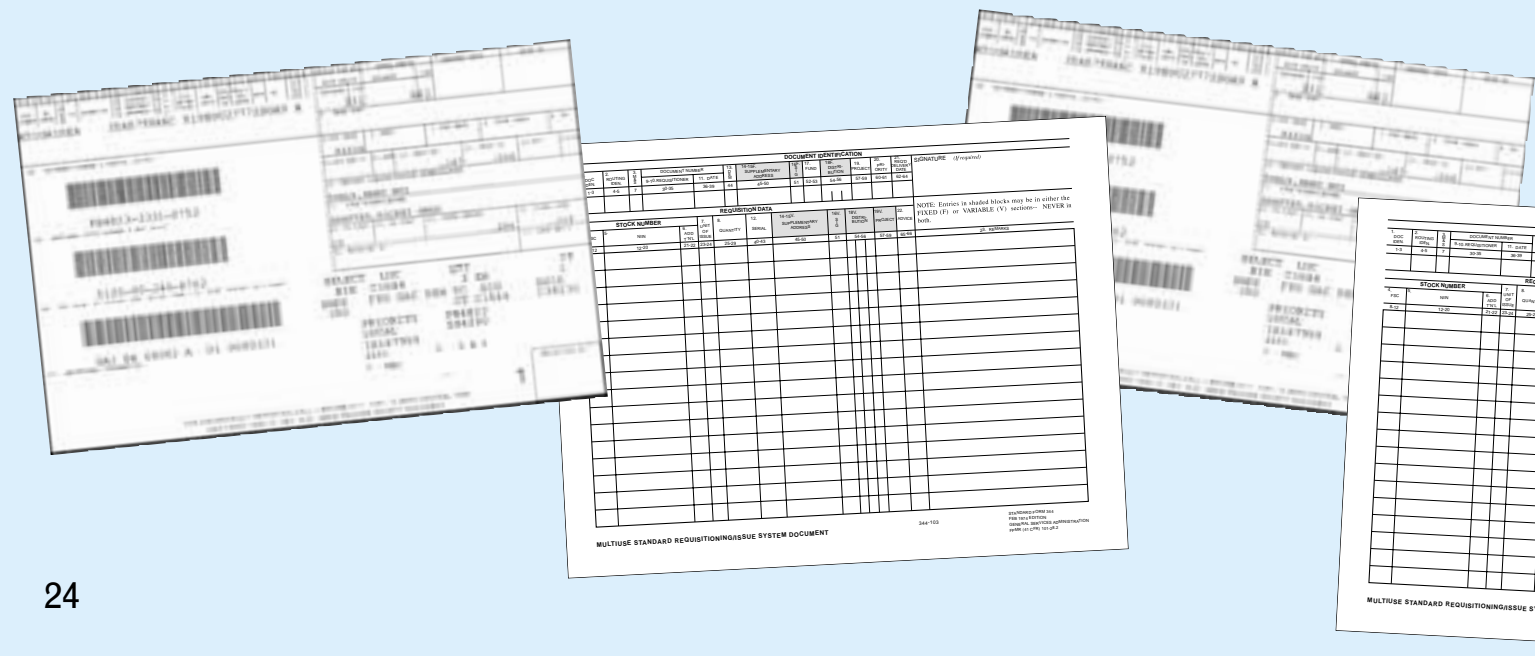
Required Delivery Date (RDD)

Block Number: **21**

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

Data Field Title: **Required 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. (see Chap. 2)

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.)
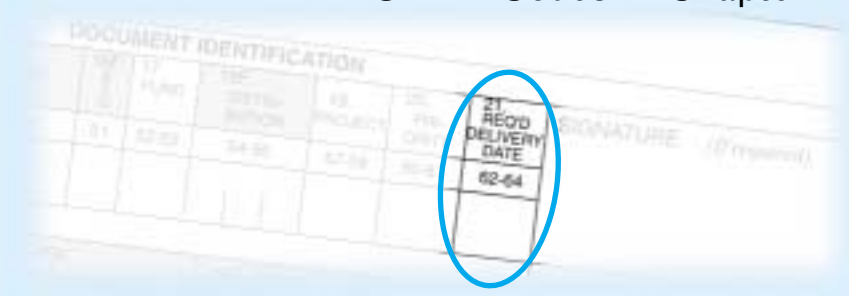
Advice Code

Block Number: 22

Record Positions (rp): 65-66

Data Field Title: Advice Code

Explanation: Optional Entry. This two-digit 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.
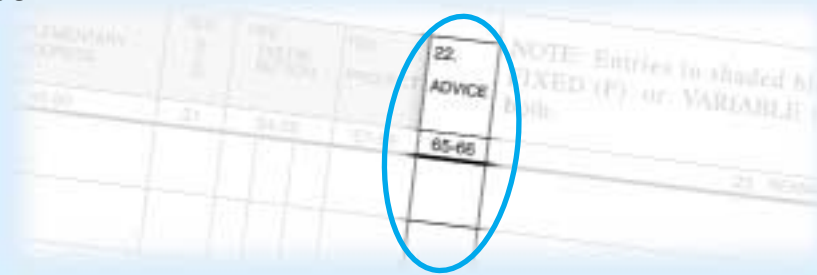
Code	Transaction	Explanation
2A*	Requisition	Item is not locally obtainable through manufacture, fabrication, or procurement.
2B*	Requisition	Only requested item will suffice. Do not substitute or interchange.
2C*	Requisition	Do not backorder; "Fill or Kill." Reject any unfilled quantity not available 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 (electron tubes) 3) Strategic mission requires newest stock only (photographic film) 4) Anticipated use requires latest expiration dates only (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

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.

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

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:
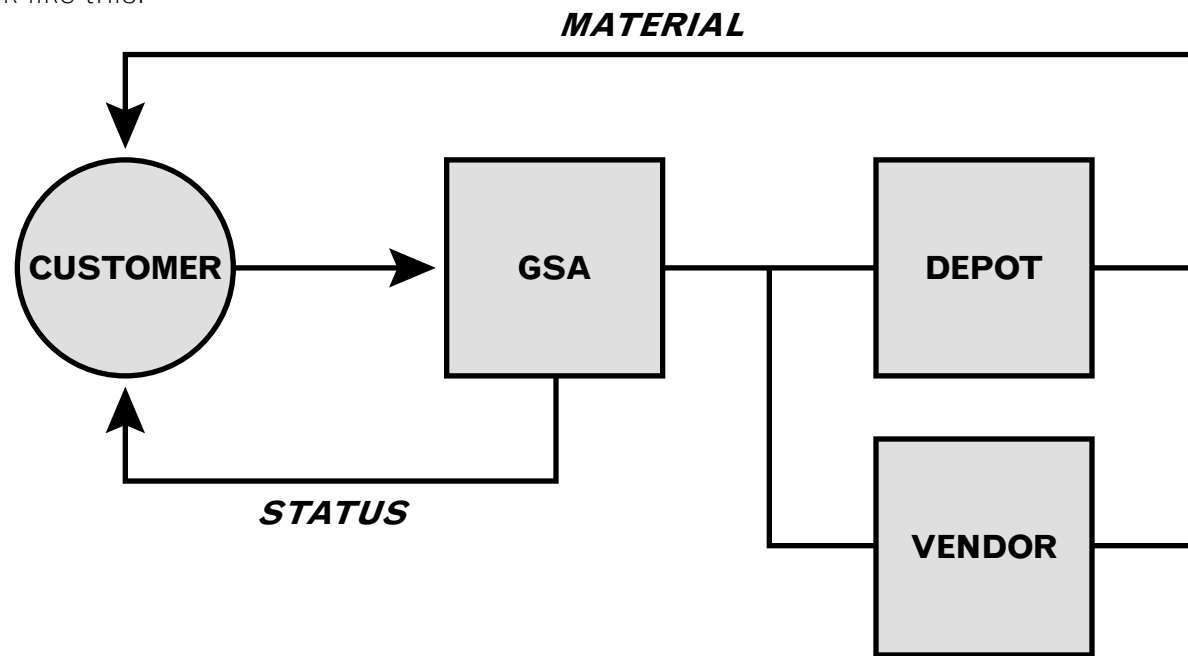
Transmitting Status Information.

GSA can provide you with status information in a variety of ways: through an electronic medium such as MUFFIN or DISN; 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.

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, addition 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; adjusts 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	Canceled 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. Re-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 "2F." 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 publications.
CM	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	Canceled. 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 retail 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, with key fields highlighted.

NOTE: By using a computer and modem hookup to access GSA's Multi-Use File for Interagency News (MUFFIN) System, you can not only place an order with GSA, but request status information as well. For more details on how the MUFFIN program works in both of these cases, consult Appendix A of this publication.

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 you 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.	13.	Shows where the material will be inspected.
2.	The estimated date the material will be shipped.	14.	Indicates the percentage of quantity variation allowed by the contract.
3.	The purchase order number.	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.
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.		
		16.	Performance oriented packaging (POP) responsibility. Entry is one of the following: YES- BY GSA EPF; YES- BY VENDOR; NO- NOT REQUIRED.
5.	The activity address code of the ultimate assignee.	17.	The weight of the material.
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.	18.	The cube of the material.
7.	Transportation account code. Required for Navy shipments only, will be blank for others.	19.	The unit of issue.
		20.	The number of units in each package.
8.	Transportation control number assigned to the shipment.	21.	The number of units in each shipping container.
9.	The national stock number (NSN) of the material ordered.	22.	The number of units in each intermediate container.
10.	The quantity being ordered.	23.	The number of units in each pallet.
11.	The unit price of the item.	24.	The telephone number in the acquisition center to call if you have any questions concerning this order.
12.	The description of the item being ordered.		

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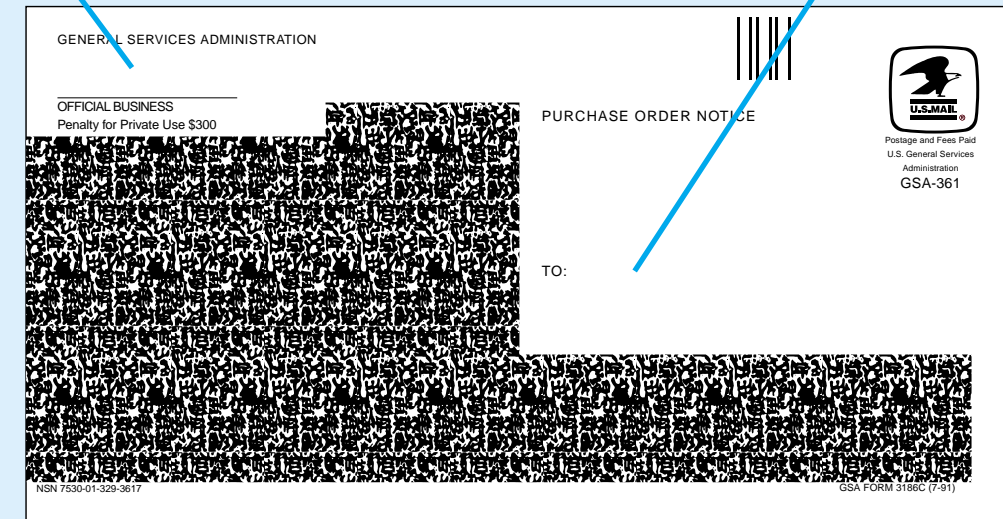
Address of the requisitioner and the telephone numbers to call if there is a quality control problem or a discrepancy with the shipment.

Basis for Stock Item Returns

If your activity has overstocked on items for which no present or future requirement can be seen; or 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)… you may be able to return those stock items to GSA for credit against future requisitions, by taking advantage of one or all of the following programs:

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

Frustrated Shipment Program and Material Return Authorization (MRA) 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.

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 received a Material 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 reports and must be reported within 72 hours of discovery. All others are Category II and should be reported within 15 days of discovery.

We can also assist you with information on products and services, schedules information, current pricing, order status, tracing shipments, astray or onhand freight, and billing inquiries (SIBAC, OPAC, and Smart Pay).

Frustrated Shipment Program and Material Return Authorization (MRA) Program Continued

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/FSS/NCSC/6FR, 1500 East Bannister Road, Kansas City, MO 64131; telephone 1-800-488-3111; fax 816-926-6952; email rodsm.ncsc@gsa.gov. You may also file a discrepancy report on the Internet from the GSA*Advantage*! website (www.gsaAdvantage.GOV or www.gsaglobalsupply.gsa.gov) using the Customer Service button on the lower left side of your screen.

Material Returns Program (MRP)

GSA's Material Returns Program (MRP) is the one you're most likely to use if you have long supply items which you would like to return to GSA for credit. Any questions on the MRP should be addressed to: GSA/FSS/FLA, CM#4 Room 1003, Washington, D.C. 20406,

Step #1

CUSTOMER → GSA

344 or MUFFIN
"FTE" Offer to return material in long supply

Step #2

CUSTOMER ← GSA

"FTR" Response may authorize return of all or part of material offered

Step #3

CUSTOMER → GSA

Form 1348-1A + "FTM" notice of shipment
Material is shipped, GSA notified

Step #4

CUSTOMER ← GSA

"FTZ" Response indicates shipment was received
Credit for accepted material is posted to activity's account

Preparing Your MRP Offer (Step 1).

Prepare your report of excess/unwanted materials using SF344 or Form 1348-1A (see previous page) 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" (for 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

And finally,

- **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 response to your offer either electronically or by mail will inform you if you are authorized to return for credit all or 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 always 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 number reflected here indicates the quantity accepted or rejected.

- **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-digit 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 Return Facilities, with Routing Indicator Codes (RIC):

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

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

- **Action Date data field, rp 62 - 64.** A Julian date giving the month and day 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 is 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 excess 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 excess to authorized retention levels. 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. (MRF addresses are listed on pg. 37.)

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 Return 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 early sections 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 pg. 49 for MRP Status Codes)

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

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

- **Issuing Credit for Material**
  In the early sections of the report, original data is repeated, but new information appears as follows:

- **Notifying GSA that material was shipped (via "FTM" transaction)**
  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

Appendix A.   Ordering Supplies and Requesting Status Information via GSA's Multi-Use File for Inter-Agency News (MUFFIN System)

> **NOTE:** The following information is extracted from the GSA publication, MUFFIN Users Manual (Mailing List Code: (OMUF0001), which you can obtain free of charge by writing to: General Services Administration, Centralized Mailing List Service (7-CAFL), 4900 Hemphill Street, Warehouse 4, Dock 1, P.O. Box 6477, Fort Worth, TX 76115. The CMLS phone numbers are: (817) 334-4215, Fax: (817) 334-5227. We strongly suggest that you acquire the Manual for a more complete explanation of MUFFIN procedures and services.

General Data.

MUFFIN enables customers to send requisitions electronically, eliminating the processing and mailing time entailed in submitting the manually prepared Standard Form 344, and allowing them to maintain complete control of those elements that determine a requisition's accuracy. Orders placed through MUFFIN can now be processed on the same day they were sent. The system will process all types of FEDSTRIP transactions, including cancellations and follow-ups, as long as the user takes care to enter the appropriate Document Identifier (Doc ID) Code. Requisitions that require the inclusion of exception data can also be processed through MUFFIN.

Applying For a MUFFIN Password.

Before you can submit a requisition using MUFFIN, you must acquire a password that will identify you to the system. (This password requirement helps to prevent the submission of authorized requisitions into the supply system.) To obtain your password, submit a written request to the following address: General Services Administration, Federal Supply Service (FXS), Washington, D.C. 20406. Your request must contain the following information: a primary and alternate contact person; a phone number; and your six-digit Activity Address Code (AAC).

For your convenience, a password application form letter is included at the back of the MUFFIN Users Manual. Submit that form letter, or your own written request to FXS at the above address. Upon receipt of your letter, FXS will contact you to discuss what your password will be.

Learning the MUFFIN System.

The MUFFIN Users Manual is written with the assumption that readers will be generally familiar with the FEDSTRIP system, and will have at least some experience in manually submitting requisitions to GSA. If you are a newcomer signing on to MUFFIN for the first time, you should run the MUFFIN "demo" exercise that is in place to show you how the system operates. To do this, enter "DEMO" when the system asks you for your User Password. On the screen will then follow an interactive exercise that demonstrates how a requisition is submitted to GSA through MUFFIN. Please note that this exercise is for demonstration purposes only. Here's what the MUFFIN screen looks like during a "demo" requisition (facing page):

Here's what the MUFFIN screen looks like during a "demo" requisition.

> **NOTE:** If you'd like to talk to someone about the **MUFFIN** System in general, you can call 1-877-472-3777.

> See following page for a brief description of the **MUFFIN** requisitioning process.

Placing a Requisition via MUFFIN.

When you select Section I from the MUFFIN Master Menu, you'll be prompted by the system to enter your password.

- Enter the password assigned to you by **GSA**, followed by a carriage return.

The next prompt asks whether you want to enter a requisition or make a status request.

- Enter "R" followed by a carriage return.

In your initial requisitioning session, you will find it necessary to enter what can be called your "requisition constants," those basic identifying facts that are required for the processing of this and subsequent orders (i.e., Doc I.D., AAC, M/S Code, etc.).

- Enter "Constants" as required.

After all the constants have been entered, depress the RETURN key in response to the "constant #" prompt, rather than entering a constant number. The system will then ask if you wish to enter a requisition. If you enter "C," at this prompt, the system will take you back to your "Constants" area, giving you the opportunity to make a change. If you enter "Y" to this prompt, the system will lead you step-by-step through an ordering process.

- Enter the ordering information for each item: serial number, NSN, unit of issue, and quantity.

At the end of each requisition, MUFFIN will display the ordering information and ask for verification, then proceed to the next requisition. When you signal that you are finished with your order (by entering "N" in response to the prompt), MUFFIN will allow you to review the requisitions you've entered; or you can skip the review by hitting the RETURN key at the prompt.

In future sessions with MUFFIN, you will not have to reenter all the "Constants" you have already provided; but you can of course make changes as necessary. (For more information on placing orders requiring exception data, consult the MUFFIN Users Manual.)

Sample Requisitions via MUFFIN

Requesting Status Information via MUFFIN.

In addition to submitting requisitions through the Multi-Use File for Inter-Agency News (MUFFIN) System, GSA customers can now use the MUFFIN Status System (MSS) program to quickly gain on-line access to status information about their requisitions. The MSS program is updated daily. In addition to providing current status on all open requisitions, MSS can provide historical data on all requisitions which have been shipped within the past 12 months.

Sign-on procedures to acquire status info are the same as for placing a requisition in the system: in both cases, dial (202) 205-3890, then follow sign on procedures as per the main MUFFIN system.

Once you are into the system, and have selected Section I (REQUISITIONS/STATUS), you will be asked the question:

> DO YOU WISH TO ENTER REQUISITIONS (ENTER "R")
> OR STATUS REQUESTS(S) (ENTER "S"): S

An entry of "S" will give you access to the MUFFIN Status System program.

At this point, enter your 14-digit requisition number, which consists of: your Activity Address Code (6 characters), plus the requisition's Julian Date (4 characters), and the Serial Number your agency assigned to the specific line items (4 characters).

MUFFIN will then respond with the status information you are seeking.

> On facing page: what your screen will look like when you access the MUFFIN Status System.

What your screen will look like when you access the **MUFFIN** Status System.

Requesting Status Information via MUFFIN.

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MUFFIN will then respond with the status information you are seeking.

Federal Supply Classification (FSC) Codes	Commodities	Leadtime in calendar days
1000 - 2305	Weapons; nuclear ordnance; fire control equipment; ammunition and explosives; guided missiles; aircraft and airframe structural components; aircraft components and accessories; aircraft launching, landing and ground handling equipment; space vehicles, ships, small craft, pontoons, and floating docks; ship and marine equipment; railway equipment; ground effect vehicles	90
2310 *	Passenger motor vehicles	285
2310 *	Buses	370
2320 *	Light trucks 4x2 and 4x4 under 11,000 GVW	285
2320 *	All trucks over 11,000 GVW	350
2330 *	Trailers	285
2340 *	Motor cycles, motor scooters, and bicycles	285
2400 - 2499	Tractors	285
2500 - 2799	Vehicular equipment components, tires and tubes	90
2800 - 2899	Engines, turbines and parts	120
2900 - 3199	Engine accessories; mechanical power transmission equipment; bearings	90
3200 - 3499	Woodworking and metalworking machinery	120
3500 - 3699	Service and trade equipment; special industry machinery	90
3700 - 3799	Agricultural machinery and equipment	120
3800 - 4140	Construction, highway, and materials handling equipment; rope, cable, chain, and fittings; refrigeration and air-conditioning equipment	90
4210	Fire trucks	400
4220 - 5129	Firefighting equipment other than fire trucks, rescue and safety equipment; pumps and compressors; plumbing, heating, and sanitation equipment; water purification and sewage treatment equipment, pipe, tubing, hose, and fittings; valves; maintenance and repair shop equipment; edged, non-powered hand tools	90

* For vehicles in these classes, included in GSA's consolidated volume and monthly purchase programs, see 41 CFR, subsection 101-26.501-4 for procurement and delivery time schedules. For other vehicles in these classes and those is FSC 2340, the leadtime shown is for standard vehicles without special features or attachments.

Federal Supply Classification (FSC) Codes	Commodities	Leadtime in calendar days
5130 - 5180	Hand tools other than edged and non-powered	120
5200 - 5299	Measuring tools	90
5300 - 5399	Hardware and abrasives	120
5400 - 5599	Prefabricated structures and scaffolding; lumbar, plywood and veneer	90
5600 - 5699	Engine accessories; mechanical power transmission equipment; bearings	120
5800 - 7099	Communication, detection, and coherent radiation equipment; electrical and electronic equipment components; fiber optics materials, components, assemblies, and accessories; electrical wire, and power and distribution equipment; lighting fixtures and lamps; alarm, signal systems, and security detection systems; medical, dental and veterinary equipment and supplies; instruments and laboratory equipment; photographic equipment; chemicals and chemical products; training aids and devices; general purpose ADP equipment; software, supplies, and support equipment	90
7100 - 7199	Furniture	120
7210	Household furnishings	120
7220	Draperies, awnings, and shades	120
7240 - 7530	Miscellaneous household and commercial furnishings and appliances; food preparation and serving equipment; office machines, text processing systems and visible record equipment; office supplies, devices and accessories; stationery and record forms	90
7540	Standard forms	120
7610 - 7699	Books, maps and other publications	90
7700 - 7899	Musical instruments, phonographs, and home-type radios; recreational and athletic equipment	120
7900 - 8010	Cleaning equipment and supplies; paints, dopes, varnishes, and related products	90
8020	Paint brushes, paint rollers, roller trays, and miscellaneous painter supplies	120
8030 - 9999	Preservatives and sealing compounds, adhesives; containers, packaging, and packing supplies; textiles, leather, furs, apparel and show findings, tents and flags; clothing, individual equipment, and insignia; toiletries; agricultural supplies; live animals; subsistence; fuels, lubricants, oils and waxes; non-metallic fabricated materials; non-metallic crude materials; metal bars, sheets, and shapes; ores, minerals, and their primary products; miscellaneous	90

Customers specify Inside Delivery when they need delivery beyond the loading dock area into the building itself. There are variations for providing this service by GSA and its contractors that cause confusion for some customers. Below are answers to common questions for non-CSC shipments.

1. What if I need inside delivery on ALL shipments?

First, consider the cost of this service and be sure it is necessary for all shipments. If it is, you should request the inside delivery code be indicated on your record in our Customer Address File. Each agency has a contact who is responsible for coordinating such data. For shipments from GSA stock, this will result in the message "Inside Delivery Required" printing on the Government Billing of Lading (GBL) and manifest. The carrier then will be aware of the requirement. NOTE: If the requisition is filled by direct delivery from the contractor, you will receive "BV" status and the constraints shown in Question #4 apply.

2. Does this mean the carrier HAS to provide inside delivery?

No. Inside delivery is an extra service available from carriers and paid for by GSA only if all of the following conditions are met.

2. Does this mean the carrier HAS to provide inside delivery?

No. Inside delivery is an extra service available from carriers and paid for by GSA only if all of the following conditions are met.

- A request for inside delivery is on the GBL (or purchase order, in the case of direct deliveries). The notation provides means for the carrier to collect inside delivery charges from GSA.

- No single item in the shipment exceeds 500 pounds.

- The length, width, and height are each less than 8 feet.

- The items can be handled by a single person. If conditions prohibit one person from performing inside delivery, you must contact the carrier to request assistance when you receive the advance copy of the GBL or purchase order. You must also advise the carrier that you will pay for the extra labor. GSA will not pay for extra labor and the statement "Inside Delivery" on a GBL or purchase order does not obligate GSA to pay for extra labor.

- If delivery is required to other than the level where the delivery vehicle must park, the delivery facility must have an elevator capable of carrying the items to the appropriate level.

A dock or ramp should be available for a minimum of 56-foot tractor-trailer with a minimum of 13 1/2 feet height clearance. If this is not available, use document identifier A0E citing "Dock Restrictions" and indicate what restriction is noncompliant. If no dock is available, use document identifier A0E citing "no dock, lift gate required".

If these conditions are met and the carrier does not provide inside delivery, a discrepancy report should be filed with the National Customer Service Center.

3. What if I only need inside delivery on CERTAIN shipments?

Shipments needing inside delivery should be identified on your requisition by the use of exception "Mark For" data, using Document Identifier (DIC) A0E and citing "Inside Delivery Required" in the Mark For or Remarks section. This request will be printed on the manifest and the depot personnel will ensure the carrier is made aware of the requirement. Again, direct delivery shipments have additional constraints identified below.

4. What about Direct Delivery shipments from vendors?

The situation is a little more complex here. If the following provisions are met, you should receive inside delivery under the same conditions outlined above:

- You have Inside Delivery Required for ALL shipments indicated on your address file record, OR

- You have indicated Inside Delivery Required in the Remarks or Mark For section for that particular A0E requisition, AND

- The contract has inside delivery provisions with set fees. While some of the most popular contracts for bulky items, such as some furniture, copier paper, etc., have such provisions, it is not a standard feature. If the contract contains this provision, you will see a notation and the fee on your copy of the purchase order in Block 12 of the GSA Form 3186 or 3186A.

- If there is no such notation on your purchase order and you require inside delivery, you must contact the vendor and arrange for the service and payment on your own. Small purchase procedures may be used as applicable.

5. What are the procedures for receiving material?

Sign and date the truck driver's delivery ticket as well as your copy, annotating any problem (shortage, overage, damage) 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 bond repair. Incorrectly refusing freight may result in storage and redelivery fees.

6. What about Federal Supply Schedule Orders?

The schedule document or contractor pricelist should indicate if the contract contains provisions/fees for inside delivery. If there is no indication, arrangements should be made separately with the vendor as described in #4 above.

GSA Websites

The General Services Administration wants you to know about its exciting new electronic shopping malls that make it easier for federal employees to order supplies and services. GSA*Advantage!* and GSA Global Supply are on-line ordering systems that allow you to browse or search for items using key words, part numbers, NSNs, etc,. After comparing features, prices, and delivery options, you select the item that is the best value for your requirements.

GSAAdvantage! - www.gsaAdvantage.gov

GSA Advantage permits federal buyers to purchase GSA items, stock items as well as products and services from over 8,000 commericial firms holding GSA Schedule contracts.

GSA Global Supply - www.GSAglobalsupply.gsa.gov

GSA Global Supply features thousands of GSA items, and when you order you are guaranteed compliance with federal procurement regulations, regardless of the quantity you order. In addition GSA Global Supply is there to support you from order placement through delivery and billing.

For FEDSTRIP users, the look and feel of the two websites will be very similar. The same GSA products will be available for purchase on both sites. The main difference is that GSA Advantage will also display the products and services available from GSA scheduled contractors. If you are interested in comparison shopping and reviewing multiple sources, GSA Advantage is the site for you. If you value expedited and convenient searches, GSA Global Supply website would be your best choice.

You may place your order electronically using your GSA SmartPay credit card. Or if you do not have a GSA SmartPay card yet, you may use your GSA account (an Activity Address Code) along with your GSA assigned password for MUFFIN, the same password may be used in GSA*Advantage*! or GSA Global Supply.

If additional information is needed, call our hotline at 1-877-472-3777 (Monday through Friday, 7:00 a.m. to 5:00 p.m., EST).