

APPENDIX B7

GSA SELF-SERVICE STORE AND CUSTOMER SUPPLY CENTER BILLING

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
DI Code	1-3	FG1 (charge) or FG2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Blank	7	Leave blank.
Stock Number	8-22	Enter a pseudo-part number constructed as follows: 8-13 <u>Type Sale</u> "GSA CC" (Credit Card). 14-20 <u>Agency Internal Code</u> . Enter if provided on the application; otherwise, leave blank. 21-22 <u>GSA Store Number</u> . Enter the GSA store number of the Center reporting purchases.
u/l	23-24	Enter "AT" for assortment.
Quantity	25-29	Enter "00001."
Document Number	30-43	Enter a pseudo-document number constructed by the billing office as follows: 30-35 <u>Activity Address Code</u> . (DoDAAC) provided on application form. 36-39 <u>Date</u> . Year within decade and day of year of purchase. Self-service purchase date is the sales ticket receipt date. Customer Supply Center purchase date is the order process date.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
	40-43	<u>Serial Number</u> . Sales ticket receipt number for self-service store purchases and last four digits of GSA's order number for customer supply center purchases.
Blank	44	Leave blank.
Supplementary Address	45-50	Billed office code (DoDAAC) provided on application.
Signal Code	51	Enter signal code "B".
Fund Code	52-53	Enter fund code provided on the application. If not provided on the application, "XP" is assigned.
Bill Number	54-58	Enter bill number from SBR.
Blank	59-61	Leave blank.
Day of Year	62-64	Enter day of the year delivered for purchases. Day of the year adjusted for adjustments.
Amount	65-73	Enter amount of sales (total from self-service sales slip) or order (for customer supply center purchases).
Unit Price	74-80	Enter amount of sales or order.

APPENDIX B11

BILLING FOR INTO-PLANE ISSUES

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
DI Code	1-3	Enter FP1 (charge) or FP2 (credit).
RI Code	4-6	Enter the RI code of the billing office.
Type Issue Code	7	Perpetuate from the DD Form 1898, AVFUELS Into-Plane Contract Sales Slip (hereafter referred to as the into-plane sales slip) when present; otherwise, leave blank.
Stock Number	8-20	Enter the NSN.
Type of Bill Code	21-22	Enter a type of bill code or leave blank.
Quantity	23-29	Enter the billed or credit quantity.
Document Number	30-43	Constructed by the billing office as follows: 30-35 DoDAAC of requisitioner. 36-39 Year of decade and day of year of issue. 40-43 For Navy and Marine Corps enter the last 4 digits of the preprinted serial number of the sales slip. For Army and Air Force enter the last 4 digits of the aircraft tail number.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Major Force Program	44	Perpetuate from the into- plane sales slip.
Supplementary Address	45-50	Perpetuate from the into- plane sales slip.
Signal Code	51	Perpetuate from the into- plane sales slip.
Fund Code	52-53	Perpetuate from the into- plane sales slip.
Bill Number	54-58	Enter bill number from SBR.
Customer Identifier	59-61	Perpetuate from the into- plane sales slip.
Special Data	62-64	Enter last three positions of the billing office DoDAAC when required by depart- mental procedures. Otherwise, leave blank.
Amount	65-73	Enter the amount billed or credit allowed. 65-71 Dollars 72-73 Cents
Aircraft Mission/ Design Series	74-76	Perpetuate from the into- plane sales slip.
Unit Price	77-80	Enter the standard unit price: 77 Dollars 78-80 Mills

APPENDIX B14

SUMMARY BILLING RECORD

<u>Field Legend</u>	<u>Positions(s)</u>	<u>Entry and Instructions</u>
DI Code	1-3	Enter FS1 (net charge) or FS2 (net credit).
Internal Service Use	4	Reserved for internal billed service use. Billing office leave blank.
Record Count	5-7	Enter the number of detail billing records which support this summary billing record (may not exceed 494).
Appropriation/Fund Account Credited	8-18	Enter the appropriation/fund account reimbursed.
Billing Office (RI Code)	19-21	Enter RI code of the billing office.
Internal Use	22-27	Except as noted below ¹ this field is reserved for internal DoD Component use.
Blank	28-29	Leave blank.
Billed Office (DoDAAC)	30-35	Enter DoDAAC of the billed office.
Year within Decade and Month	36-38	Enter the year within decade and the month in which billing was prepared. E.g., Jan 85 will be entered as 501.
Information Indicator	39	Enter applicable code or leave blank.
Bill Number	40-44	Enter bill number.
Billing Office (DoDAAC)	45-50	Enter DoDAAC of the billing office.

¹For DLA **FF&V bills** to Air Force enter the requisitioning **DODAAC** from the document number field of the requisition.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Appropriation/Fund Account Charged	54-64	Enter the appropriation/fund account disbursed.
Amount	65-73	Enter the net charge or credit amount of the detail billing records supporting this summary billing record.
Year within Decade and Month	74-76	Enter the year within decade and the month in which the charge was entered in the accounting records of the billed office; e.g., Feb 1985 will be entered as 502.
Blank	77-79	Leave blank.
Billed Office Indicator	80	Enter "X" to indicate SBR submitted by a billed office.