**DIC FG1/FG2/GG1/GG2 FORMAT**

**GSA CUSTOMER SUPPLY CENTER BILLING**

| Field Legend | Position(s) | Entry and Instructions |
| --- | --- | --- |
| DI Code | 1-3 | Enter  FG1 or GG1 (charge)  FG2 or GG2 (credit) |
| RI Code | 4-6 | Enter the RI code of the GSA billing office. |
| Blank | 7 | Leave blank |
| Stock Number | 8-22 | Enter a pseudo-part number constructed as follows:  08-09 Type Item code  10-13 zero fill  14-20 Agency Internal Code. Enter if provided on the application. Otherwise, leave blank.  21-22 GSA Stock Number. Enter the GSA store number of the Center reporting purchases. |
| U/I | 23-24 | Enter AT for assortment. |
| Quantity | 25-29 | Enter A00001". |
| Document Number | 30-43 | Enter a pseudo-document number constructed by the billing office as follows:  30-35 Activity Address Code. (DoDAAC) provided on application form.  36-39 Date. Year within decade and day of year purchase. Self-service purchase date is the sales ticket receipt date. Customer Supply Center purchase date is the order process date.  40-43 Serial Number. Sales ticket receipt number for self-service store purchases and last four digits of GSA=s transaction 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 the Julian  day of the year delivered for purchases. day of the year adjusted for adjustments. |
| Amount | 65-73 | Enter amount of sales order. |
| Unit Price | 74-80 | Leave blank |