AP 2.3. APPENDIX 2.3

**BILLING ADVICE CODES**

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| NUMBER OF CHARACTERS: | Three |
| TYPE OF CODE: | Numeric |
| EXPLANATION: | Billing advice codes are used in requests for billing adjustment to identify the nature of the request or problem. The first position entry, when present, is significant only to the requesting activity. The second and third position entries listed below convey significant information to the billing office. See chapter 4 for information on the use of the codes. |
| Code | Description |
| 11 | Duplicate billing record received. Request credit. |
| 12 | Wrong amount billed. Request credit. |
| 13 | Wrong office billed. Request credit and re-billing to correct office. |
| 14 | Bill received for materiel requisitioned as nonreimbursable. Materiel not received. Request credit. |
| 15 | Bill received for unauthorized accessorial charge. Request credit. |
| 17 | Bill received for confirmed canceled requisition. Materiel not received. Request credit. |
| 18 | Bill received for back ordered materiel. Materiel not received. Request credit. |
| 19 | Incomplete bill. Detail billing records do not support the amount billed. Request credit or corrected bill. |
| 20 | Bill received following billing office reply that an adjustment billing could not be rendered. Request credit. |
| 21 | TDR (SF 361) submitted over 60 days ago; adjustment bill not received. Request credit. |
| 23 | Promised adjustment not received. Request credit. |
| Code | Description |
| 24 | Reply to Product Quality Deficiency Report (SF 368) indicated adjustment authorized. Request refund. |
| 26 | Reply to Supply Discrepancy Report (SDR)/Storage Quality Control Report (SQCR) indicated adjustment authorized; however, adjustment billing not received. Request credit status. |
| 27 | ***Reserved.*** |
| 34 | Requisitioned materiel received. Request billing status. |
| 35 | Shipment status received for materiel requisitioned for security assistance. Request billing status. |
| 41 | Request copy of billing. |
| 42 | Duplicate summary level billing (same bill number). Request credit. |
| 43 | Duplicate summary level billing (different bill number). Request credit. |
| 44 | Duplicate summary level billing within second billing. Request credit. |
| 51 | Unable to process billing under interfund procedures. Request interfund reversal and re-billing under noninterfund procedures. |
| 52 | Billed by interfund when requisition or other document specified noninterfund billing. Request interfund reversal and re-billing under noninterfund procedures. |
| 55 | Refer to accompanying letter of explanation. |
| 90-99 | Reserved for internal use. May not be reflected on any document forwarded outside the activity. |