**DIC FQ1/FQ2/GQ1/GQ2 FORMAT**

**BILLING FOR TRANSPORTATION**

| Field Legend | Position(s) | Entry and Instructions |
| --- | --- | --- |
| DI Code | 1-3 | Enter  FQ1 or GQ1 (charge) FQ2 or GQ2(credit). |
| RI Code | 4-6 | Enter the RI code of the billing office. |
| Description | 7-29 | Enter descriptive phrase for the type of service, e.g., Premium Transportation. |
| Document Number | 30-43 | Enter the document number for which the charge or credit applies. |
| Suffix | 44 | Enter the document number suffix, if any, for which the charge or credit applies. |
| Supplementary Address | 45-50 | Enter the supplementary address. |
| Signal Code | 51 | Enter the signal code. |
| Fund Code | 52-53 | For GSA level A and B pack surcharge follow the guidance provided in chapter 2. Otherwise, perpetuate from the order or requisition. |
| Bill Number | 54-58 | Enter bill number from the SBR. |
| Blank | 59 | Leave blank. |
| Type Bill Code | 60-61 | For reimbursements related to a lateral redistribution or procurement offset enter type of bill code LR or DR respectively; otherwise, may be left blank[[1]](#footnote-1). |
| Blank | 62-64 | Leave blank. |
| Amount | 65-73 | Enter the amount of the charge or credit.  65-71: Dollars  72-73: Cents |
| Blank | 74-80 | Leave blank. |

1. Although type bill codes are normally not required, billing offices are encouraged to use them. [↑](#footnote-ref-1)