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

Field Legend	Position(s)	Entry and Instructions
		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