

DIC FAE/FAF FORMAT
REQUEST FOR ADJUSTMENT OF NON-FUEL BILLING
AND
FOLLOW-UP ON REQUEST FOR ADJUSTMENT OF
NON-FUEL BILLING

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
DI Code	1-3	Enter FAE for initial requests. FAF for follow-up requests.
RI Code	4-6	Perpetuate from the detail billing record (DBR) except when the Billing Advice Code (BAC) is one of the following: 11 Perpetuate from the duplicate DBR. 23 Perpetuate from the reply (FAR or FAS record). 24 Enter the RI code of the office, which replied, to the Product Quality Deficiency Report (PQDR). 27 Enter the RI code of the office, which directed the redistribution from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41 Enter the RI code of the billing office. 51 Perpetuate the billing RI code from the SBR (FS_ record).
Recipient of Billing	7	Enter the applicable code.
Stock Number	8-22	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR.

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		15, 19, 41, 51 may leave blank.
		23 Perpetuate from the reply.
		24 Perpetuate from the PQDR.
		27 Perpetuate from the AS6 record.
		34 Perpetuate from the requisition.
		35 Perpetuate from the AS_ record.
U/I Code	23-24	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR.
		15, 19, 41, 51 May leave blank.
		23 Perpetuate from the reply.
		24 Perpetuate from the PQDR.
		27 Perpetuate from the AS6.
		34 Perpetuate from the requisition.
		35 Perpetuate from the AS_ record.
Quantity	25-29	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR.
		12 Enter the correct quantity.
		15, 19, 41, 51 May leave blank.
		21 Enter discrepant quantity.
		23 Perpetuate from the reply.
		24 Perpetuate from the PQDR.
		27 Perpetuate from the AS6 record.
		34 Enter quantity received.

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		35 Perpetuate from the AS_ record.
Document Number	30-43	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR. 15, 51 Leave blank. 19 Enter as follows: 30-35 Billed Office DoDAAC. 36-43 Assigned by requestor. 23 Perpetuate from the reply. 24 Perpetuate the document number from the PQDR. 27 Perpetuate from the AS6 record. 34 Perpetuate from the requisition. 35 Perpetuate from the AS_ record. 41 Enter as follows: 30-35 DoDAAC of the billed office. 36-40 Leave blank. 41-43 Year within decade and month of billing (YMM).
Suffix Code	44	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from the duplicate DBR. 15, 19, 41, 51 May leave blank. 23 Perpetuate from the reply. 24 Perpetuate from the PQDR. 27 Perpetuate from the AS6 record. 34 Enter the suffix code pertinent to shipment record.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
Supplementary Address	45-50	35 Perpetuate from the AS_ record.
		Perpetuate from the DBR except when the BAC is one of the following:
		11 Perpetuate from the duplicate DBR.
		19, 51 May leave blank.
		23 Perpetuate from the reply.
		24 Perpetuate the bill-to DoDAAC from the PQDR if provided; otherwise, may leave blank.
		27 Perpetuate from the AS6 record.
		34 Perpetuate from the requisition.
		35 Perpetuate from the AS_ record.
		41 Enter DoDAAC to which copy is to be sent if different from the DoDAAC of the billed office. Otherwise, may leave blank.
Signal Code	51	Perpetuate from the DBR except when the BAC is one of the following:
		11 Perpetuate from duplicate DBR.
		19, 35, 41, 51 May leave blank.
		23 Perpetuate from the reply.
		24 Enter B if the bill-to DoDAAC was indicated on the PQDR; otherwise, enter A.
		27 Perpetuate from the AS6.
		34 Perpetuate from the requisition.
Fund Code	52-53	Perpetuate from the DBR except when the BAC is one of the following:
		11 Perpetuate from duplicate DBR or enter other appropriate fund code.
		12, 14, 15, 17, 18, 20, 21 Or enter other appropriate fund code.

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
		19 Perpetuate from the SBR.
		23 Perpetuate from the reply.
		24 Perpetuate from the PQDR, If not provided adjustment processing activity will perpetuate from the original requisition. If not available, "QD" will be assumed.
		27 Perpetuate from the AS6 record.
		34 Perpetuate from the requisition.
		35 Perpetuate from the AS_ record.
		41, 51 Leave blank.
Bill Number	54-58	Perpetuate from the DBR except when the BAC is one of the following: 11 Perpetuate from duplicate DBR.
		19, 51 Perpetuate from the SBR.
		23 Perpetuate from the reply.
		24 Enter bill number under which item was billed, if known. Otherwise, may leave blank.
		27 May leave blank
		34 Enter year and month the materiel was received: 54-55 Decade and year. 56-58 Month.
		35 Enter as follows: 54-55 May leave blank. 56-58 Perpetuate from the AS_ record.
		41 Enter the number of the bill requested.
Billing Advice Code	59-61	Enter as follows: 59 Blank or character significant to requestor. 60-61 Enter appropriate code.
Multi-Field	62-80	Perpetuate from the DBR except when the BAC is one of the following:

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
		11 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the duplicate DBR. 74-78 Bill number under which original billing was processed. 79-80 May leave blank.
		12 enter: 62-64 Day of Year. The day request is submitted. 65-73 Amount. The extended amount of the over or undercharge. 74-80 Unit Price. The amount of the over or undercharge.
		17 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR. 74-77 Date. Year within decade and the day of year (YDDD) cancellation confirmed. 78-80 Not significant. May leave blank.
		19 enter 62-64 Day of Year. Day request is submitted. 65-73 Amount. The amount unsupported. 74-80 Unit Price. May leave blank.
		21 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Credit requested. 74-77 Date. Year within decade and the day of year (YDDD) SF 361 submitted. 78-80 Not significant. May leave blank
		23 or 24 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. The amount of the adjustment promised. 74-77 Date. Year within decade and the day of year (YDDD) adjustment promised. 78-80 Not significant. May leave blank

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
		26 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR. 74-77 Date. Year within decade and the day of year (YDDD) SDR reply. 78-80 Not significant. May leave blank
		27, 34, or 41 enter: 62-64 Day of Year. Day request is submitted. 65-80 Various. May leave blank.
		35, enter: 62-76 Shipment Number. TCN, GBL, or the shipment unit number. Perpetuate from the AS_ record. If the field is larger than 15 positions, perpetuate the last 15. 77 Mode/Method Code. Perpetuate from the AS_. 78-80 Day of Year. Day request is submitted.
		51 or 52 enter: 62-64 Day of Year. Day request is submitted. 65-73 Amount. Perpetuate amount from the DBR. 74-80 Billed Office. Perpetuate from the SBR.