

DIC FQ1/FQ2/GQ1/GQ2 FORMAT

BILLING FOR TRANSPORTATION

<u>Field Legend</u>	<u>Position(s)</u>	<u>Entry and Instructions</u>
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 .
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.