

# Ordering Information

**Minimum Data Required:** The minimum data we require to process a requisition for any activity that does not have expertise in FEDSTRIP/MILSTRIP is listed below. This data may be FAXed to 1-800-352-3291. On the next two pages is an example of an SF344 along with explanation of the data fields. Note: FEDSTRIP users, the requisitioner 6 digit address code is the same code you would use when requisitioning from GSA.

**NSN** \_\_\_\_\_

**UI** \_\_\_\_\_

**Quantity** \_\_\_\_\_ (up to 5 digits in conjunction with a unit of issue.)

**Document Number** \_\_\_\_\_

Requisitioner (6 digit address code.)

+ Date (year + day of year)

+ Serial Number (4 digit code for line being ordered.)

**Supplementary Address** \_\_\_\_\_ (6 digit address code if shipment or billing to other than requisitioner.)

**Signal Code** \_\_ (Ship to/Bill to code)

A = Ship & bill requisitioner (reqnr)

B = Ship to reqnr/bill to supplementary address (sup add)

J = Ship to sup add/bill to reqnr

K = Ship & bill to sup add

**Fund Code** \_\_ (2 digit unique code for your organization)

**Priority** \_\_ (2 digit code: 01 thru 15)

**Advice Code** \_\_\_\_ (If ordering an extremely large quantity use 2L)

**Full Name of Requester**

**Name of Activity**

**Commercial Phone Number of Requester**



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## **Minimum Data Required for Entry of Requisition into DLA System:**

Comparing the data required to the SF344 (see previous page), the following data is required in order for the Center to process a requisition.

- Document number and date (blocks 9-11)
- Supplementary address when required (blocks 14-15)
- Signal Code if ship to/bill to is not requisitioner (block 16)
- Two digit Fund Code (we cannot determine the code assigned to you) (block 17)
- Stock Number - all 13 digits. (blocks 4 & 5)
- Unit of issue (In case your unit of issue is not the same as ours, we want to be able to determine what you want.) (block 7)
- Quantity required based on unit of issue. (block 8)
- Serial number - this number in all reality finishes out the requisition document number, (block 12)

The following data will be assigned by this Center when entering the requisition into the mechanical system.

- Doc. Ident. (Document Identifier) = A0A (block 1)
- Routing Ident. (Routing Identifier) = S9G (block 2)
- M&S (Media & Status Code) - indicates who gets status and how = "A" unless you provide another code. "A" provides status via GSA mailer to the requisitioner. (block 3)
- Signal Code = "A" unless you provide another code. "A" indicates ship-to/bill-to requisitioner (block 16)
- Priority = "15" unless you provide another code. (block 20) If you have high priority requirement, enter your priority. 01 is the highest and 15 is the lowest. You can use any code in between based on urgency of need. Provided Required Delivery Date (block 21) if using high priority.
- Advice Code = "2L" unless you provide another code.\* (block 22)
- Demand Code = "R" for recurring demand unless you provide another code. (block 13)

The Project Code (block 19) and the Distribution Code (block 18) fields will be left blank unless you provide coding for either or both of these fields.

\* We recommend you do not use Advice Code "2J". The FEDSTRIP manual will provide the various codes to use in this field.

**Additional ordering information may be found on page 6 of the Foreword.**

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## **ORDERING INFORMATION FOR CONTRACTORS**

### **GSA Contractors:**

- If your contract specifies you may use Government Furnished Materiel (GFM), you may requisition energy efficient lighting products from DISC if you have an Activity Address Code (AAC). If you do not have an AAC, you should contact the Office of the GSA Activity Address Code (AAC) Monitor in order that an AAC may be established through the correct GSA region.
- If your contract does not specify the use of GFM, the GSA activity with whom you have the contract may requisition the energy efficient lighting products from DISC for you to install.
- Please note; Establishing a GSA Activity Address Code can be a complicated process, and, ultimately, is at the discretion of the Contracting Officer. If possible, it is recommended that GSA contracts specify that the Government will purchase and provide energy efficient lighting materials.
- Either way, these requisitions will be processed by DISC as any other GSA requisition.
- The GSA Activity Address Code Monitor points of contact (POCs) are Evelyn Barr, phone (703)305-3067 and Hope Brown, phone (703) 305-6978.

### **Other Civil Agency Contractors:**

- If your contract specifies you may use Government Furnished Materiel (GFM) and you desire to requisition energy efficient lighting products from DISC you should have the Agency with whom you have the contract send a letter to the GSA AAC Monitor office requesting an AAC be assigned, same as for GSA contractors above. The letter should be on the Agency letterhead stationary and signed by an authorized individual/ contact point. If the signature is not on the GSA AAC Monitor's list of designated contact points for that Agency, the letter will be forwarded to the correct contact point for further action.
- The contractor may go directly to the GSA AAC Monitor who will provide the contractor with all the necessary information to obtain an AAC.
- The GSA AAC Monitor's address is: GSA/FSS Crystal Mall, Bldg 4, Room 615 Washington, D.C. 20406
- If your contract does not specify the use of GFM, you may have the activity with whom you have the contract requisition the energy efficient lighting products from DISC for you to install.
- Either way, these requisitions will be processed as any other Civil Agency requisition.

### **DoD Contractors:**

- If your contract specifies the use of GFM, you may requisition energy efficient lighting products from DISC through the MCA.
- If your contract does not specify the use of GFM, you may contact the Contracting Officer who awarded the contract for permission and contract modification to use Government Furnished Materiel (GFM) and for assignment of a DoD Activity Address Code (DoDAAC).
- These requisitions will be processed as any other DoD GFM requisition.
- Otherwise, you may have the activity with whom you have the contract requisition the energy efficient lighting products from DISC for you to install.