

**USDA Ordering Guide for General Services  
Administration and Department of Defense  
Supplies and Vehicle Orders from GSA**

**Office of Procurement and Property  
Management**

**Office of the Chief Financial Officer**

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# Revision Log

The following table provides a log of each revision of the document that has been issued.

Revision	Description	Author	Memo #	Issue Date

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# 1 Overview of Processes to be Used in Lieu of GSA FEDSTRIP and Department of Defense MILSTRIP Ordering thru FEDS

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## 1.1 Overview

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The United States Department of Agriculture (USDA) will close its Federal Standard Requisitioning and Issue Procedures System (FEDSTRIP) feeder system, known as “FEDS,” at the National Finance Center (NFC), effective February 2, 2004. The procedures contained in this user guide solely address transactions formerly processed through the FEDS system.

Under these new procedures, orders previously handled by FEDS shall be placed as follows:

### 1. Supplies (in order of preference):

- Purchase card. Order the items(s), if available, from either the GSA Advantage! or Global Supply websites or the GSA “call centers” (Customer Supply Centers or Commodity Centers) by phone or fax using a purchase card. Note that purchase card transactions earn rebates for USDA that are used to fund USDA administrative system improvements. These rebates do not affect the price of an order. Reconciliation and payment are handled through the Purchase Card Management System in accordance with existing policies and procedures.
- AAC w/DRN. Order the item(s), if available, from either the GSA Advantage! or Global Supply websites or the GSA call centers by phone or fax using an Activity Address Code (AAC) with a Document Reference Number (DRN). Using this process, payments will be made automatically by the Foundation Financial Information System (FFIS) by matching the DRN on the electronic invoice for the order sent by GSA (known as an Intra-Governmental Payment and Collection or “IPAC” file) to data entered into the USDA Foundation Financial Information System (FFIS).
- FEDSTRIP/MILSTRIP direct. Agencies may order, as a last resort, using GSA FEDSTRIP or the Department of Defense’s (DoD) Military Standard Invoicing and Requisitioning Procedures (MILSTRIP), and other DoD ordering vehicles (DoD E-Mall, etc.). However, agencies will no longer use the NFC FEDS system to order and/or obligate funds in the financial system, related to GSA or DoD orders. Instead, these orders will be placed directly through DoD or GSA systems or call centers and invoiced and paid by the ordering office using FFIS. DRNs are not to be used with actual FEDSTRIP/MILSTRIP orders. However, please see important information regarding “signal codes” in section 2.3 of this guide for DoD orders.

### 2. Vehicles:

- AACw/DRN. Vehicles generally shall be ordered using GSA’s AutoChoice web-based ordering system only. Purchase cards may not be used for these transactions. An AAC, with a DRN, must be used to place these orders. If the “Express Desk” method for ordering vehicles is used, the DRN must be hand written on the top of the SF 1781. If multiple vehicles are being ordered, ensure the annotation indicates whether a single DRN applies to all vehicles ordered, or that the unique DRN for each vehicle is clearly identified.

Agencies making GSA or DoD purchases with a government purchase card are not affected by the FEDS closure. There will be no change in the way agencies interact with GSA or DoD when using the purchase card for payment (no DRN is required).

This user guide is focused on procedures applicable to supply purchases that do not use a purchase card. Information specific to purchase card use can be found in Departmental Regulation 5013-6, "Use of the Purchase Card and Convenience Check," and related documentation at: <http://www.usda.gov/procurement/policy/drdrn.html>.

**This guide applies only to users of the FEDS system at the National Finance Center.**

### 1.1.1 Ordering Using an AAC

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Agencies will assume responsibility for placing orders directly with GSA or DoD, effective February 2, 2004. NFC will not place orders with GSA or DoD using the closed FEDS system.

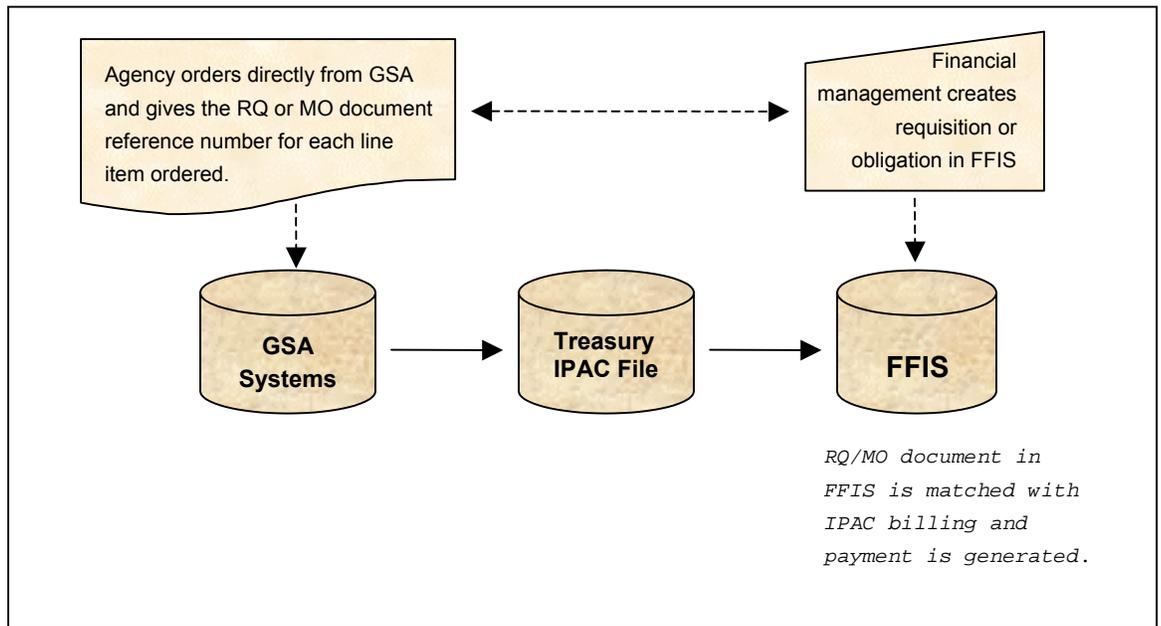
Orders from GSA for supply items will be placed through GSA Global Supply or GSA Advantage! web ordering systems or the Customer Supply Center (CSC), the Ft. Worth Commodity Center (emergency orders), and the Kansas City, MO Commodity Center (tree marking paint). **(Special note regarding tree marking paint orders [applicable to Forest Service Only]: Tree marking paint should be ordered by authorized Forest Service personnel primarily using the GSA Advantage! or Global Supply websites. Call-ins to the GSA Kansas City Commodity Centers should only be used in emergencies or as a last resort.)** GSA's Advantage! and Global Supply websites can readily be accessed from the USDA Acquisition Toolkit at: <http://www.usda.gov/procurement/toolkit/index.html> under the heading "Procurement Tools." Figure 1-1 illustrates the process for GSA Orders.

Orders from GSA for vehicles shall be placed using GSA's AutoChoice web ordering site. AutoChoice can be accessed from the USDA Acquisition Toolkit at: <http://www.usda.gov/procurement/toolkit/index.html> under the heading "Procurement Tools" or at: <https://apps.fss.gsa.gov/cops/vehicles/autochoice/Login.cfm?SelectedMenu=Compare&SourceURL=/vehicles/roads>.

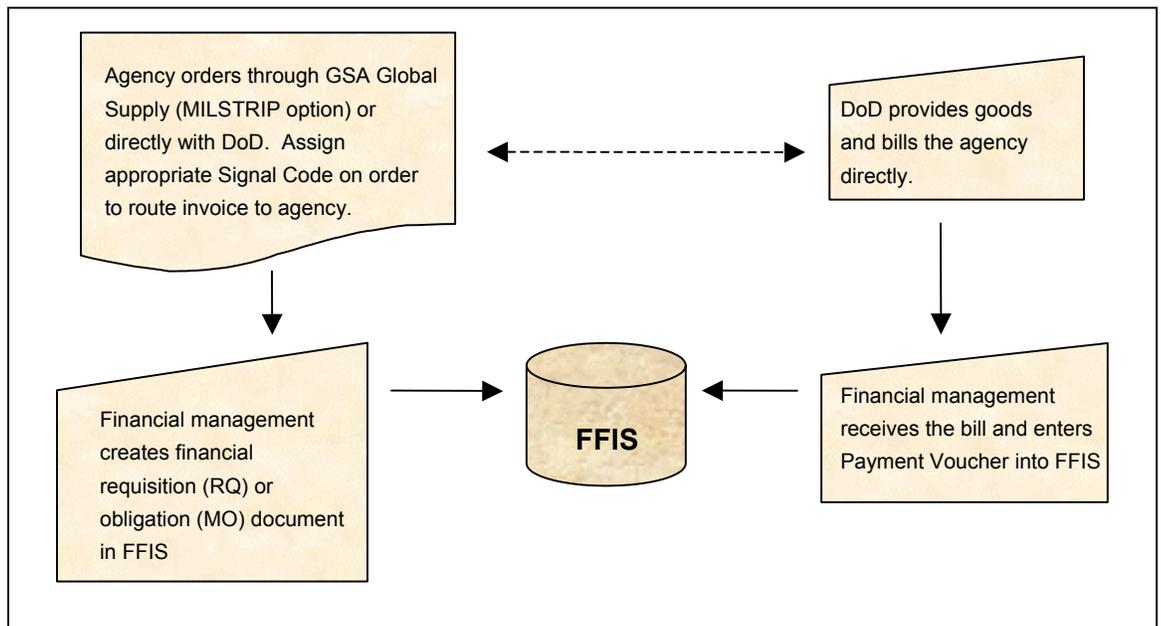
Agencies will be required to provide GSA with a Document Reference Number (DRN) for each ordered line item. The DRN consists of a MO or RQ transaction code, the FFIS Document Number, a pound sign, and the FFIS Line Number used to commit or obligate the order. GSA will pass the DRN back with each invoiced line item.

Depending upon item availability, DoD orders using an AAC will be placed either directly with DoD or through the MILSTRIP link on the GSA Advantage! or Global Supply websites, or using other DoD-approved ordering vehicles, such as the DoD E-mail. DoD orders placed using these ordering methods do not require a DRN. When the purchase card is accepted, it should be used in preference to the MILSTRIP ordering method. Note that the purchase card can be used when ordering from the DoD E-Mall. The E-Mall can be accessed from the USDA Acquisition Toolkit at: <http://www.usda.gov/procurement/toolkit/index.html> under the heading "Procurement Tools" or at: <https://emall.prod.dodonline.net/scripts/emLogon.asp>. Figure 1-2 illustrates the process for AAC-based DoD orders.

**Figure 1-1 GSA Order Process**



**Figure 1-2 DoD Order Process**



### 1.1.2 Financial System Obligation (or Commitment) of Funds

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The National Finance Center (NFC) will not obligate funds for GSA or DoD purchases using the closed FEDS system, effective February 2, 2004.

Ordering activity financial staffs shall enter financial requisitions (RQ documents) or obligations (MO documents), as required, directly into the Foundation Financial Information System (FFIS).

The FFIS obligating (or commitment) document for financial (as opposed to contracting) purposes is the source of the DRN entered into GSA ordering systems/provided to GSA call centers when ordering using an AAC.

### 1.1.3 Disbursing

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When an AAC with a DRN is used to support a GSA order, FFIS will process the GSA IPAC system files received. The IPAC file will contain the ordering activity's FFIS-derived commitment or obligation DRN for each billed line item. An interface to FFIS will generate the appropriate Direct Disbursement (DD) payment document and reference the commitment or obligation document using the DRN received from GSA through the Department of Treasury's IPAC system.

For MILSTRIP orders, ordering activities will pay their DoD invoices by direct entry of a Payment Voucher (PV) into FFIS upon receipt of the invoice from DoD. Agencies are required to reference the financial commitment or obligation document in the Payment Voucher.

### 1.1.4 Inspection, Acceptance, Receipting Disputes and Internal Controls

Use of the AAC ordering procedure with a DRN will result in automatic payment of the GSA invoice by FFIS upon receipt of the electronic IPAC file from GSA regardless of whether or not the supplies ordered were received. As a result, it is critical that ordering activities define and implement adequate internal controls to ensure that the ordered supplies are received in good condition and are acceptable for use. The official performing the receipting, inspection and acceptance function shall not be the same person who placed the order, except in extraordinary circumstances. Ordering activities' financial staff shall periodically review relevant FFIS data stemming from these IPAC transactions in coordination with ordering officials, no less than monthly, to ensure all payments are proper. Documentation shall be maintained in ordering activity files, suitable for audit, documenting the order and its inspection, acceptance and receipt in accordance with existing Federal Acquisition Regulation, National Archives and Record Administration, and other applicable requirements.

Disputes regarding orders or payments shall be handled directly with GSA or DoD and appropriately documented.

## 2 Procedures

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### 2.1 Obligations (and Commitments)

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Agencies must create/assign a commitment or obligation in FFIS prior to ordering from GSA.

#### 2.1.1 FFIS Document

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The FFIS obligating (or commitment) document must be entered into FFIS to establish the financial (as opposed to procurement) obligation or commitment. Reference information from the obligating or commitment document is required by GSA to process an order using an AAC. Note: Agency procedures for the use of the MO and RQ vary. These terms are used here in the finance context, which is not consistent with the meaning of these terms in the procurement context. In general, RQs are to establish an initial “bulk funding” level against which funds are drawn as multiple orders over time (referencing the same RQ number) are issued. MOs are generally used for a single order, as opposed to multiple orders as with an RQ. Again, this is general guidance. Please consult with your organization’s finance staff for further guidance.

When preparing the obligating or commitment FFIS document, financial personnel must complete the fields as follows:

- The transaction code for an obligating document must be a ‘MO’
- The transaction code for a commitment document must be a ‘RQ’
- The transaction type for either the MO or RQ must be a ‘01’
- The SEC1 information will be assigned as usual when the document is entered into FFIS.
- The FFIS vendor code for GSA/FEDSTRIP must be ‘47000016FO B’.
- The FFIS vendor code for DoD varies with the type of goods ordered.
- The FFIS Document Number is determined by the agency.

All other required fields for a MO or RQ document must be entered including the MO or RQ Date, Line, Fund, Budget Org/Sub, BOC/Sub, and Amount.

#### 2.1.2 Document Reference Number (DRN)

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The DRN must be entered into GSA ordering systems or provided to GSA call centers (depending upon which ordering method is used) by authorized ordering officials when ordering supplies or vehicles.

The DRN consists of the obligating (or commitment) document’s FFIS transaction code, FFIS document number, a separator (#), and the appropriate FFIS line number within the obligating (or commitment) document.

- The transaction code for an obligating document must be a ‘MO’
- The transaction code for a commitment document must be a ‘RQ’
- The FFIS document number cannot exceed eleven positions.
- The DRN must contain a separator (#) and a three position line number as the last 4 characters.
- There are no embedded spaces in the DRN.
- An example DRN would be MO123456789#001
- The DRN will be entered into the “Appropriation Data” field on the GSA Global Supply or GSA Advantage web sites. Motor vehicle orders made through AutoChoice will enter the DRN into the “Internal Agency Financial Data” field.

## 2.2 GSA Orders

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### 2.2.1 General GSA Purchases - Supplies

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#### 2.2.1.1 Obtain the DRN

- Using an FFIS Obligation (“MO”) Document:

Ordering activities’ finance staffs shall obtain an obligation (or commitment, as provided below) in FFIS prior to authorized ordering officials placing GSA orders. The FFIS obligating document can contain multiple lines but only one FFIS line number can be associated with any ordered line item. Multiple lines of accounting are not supported at the individual line item level. Note: these documents are for financial purposes only; they do not fulfill the contractual requirements associated with an order.

Derive the DRN from the transaction code, FFIS document number, and the FFIS line number of the obligation to be charged for the ordered line item (see Section 2.1.2 for makeup of a DRN).

Example:	FFIS transaction code	‘MO’
	FFIS document number	‘22233344455’
	FFIS line number	‘003’
	Derived DRN given to GSA	‘MO22233344455#003’

- Using an FFIS Requisition (“RQ”) Document:

Ordering activities’ finance staffs shall establish a financial commitment (also known as a “requisition” document) in FFIS, prior to ordering from GSA. Agencies may choose to establish FFIS requisition documents at the beginning of each fiscal year for recurring purchases. The requisitioning document can contain multiple lines but only one FFIS Line Number can be associated with any ordered item. Multiple lines of accounting are not supported at the individual line item level. Note: These documents are for financial purposes only; they do not fulfill the contractual requirements associated with an order.

Derive the DRN from the Trans Code, FFIS Document Number, and the FFIS Line Number of the obligation to be charged for the ordered line item (see Section 1.2.2 for makeup of a DRN).

Example:	FFIS transaction code	‘RQ’
	FFIS document number	‘SUPPLY12724’
	FFIS line number	‘001’
	Derived DRN given to GSA	‘RQSUPPLY12724#001’

#### 2.2.1.2 Place Order with GSA

The authorized ordering official places the order with GSA using either the GSA Advantage! or Global Supply web sites or by alternate method (phone/fax to GSA call center). Enter a DRN for each line item ordered in the “Appropriation Data” field or provide the DRN to the call center representative. GSA’s Advantage! and Global Supply web ordering sites allow you to specify the same DRN to all line items within an entire order with only one entry.

Call-in orders to the GSA Customer Supply Center (CSC) will require a DRN. Customer Supply Center transactions are normally considered to be ‘consolidated’ orders; therefore, only one DRN is required for the entire order.

### 2.2.1.3 Payment of GSA Invoices

Upon receipt of the electronic invoice from GSA, FFIS will generate Direct Disbursement (DD) documents for every invoiced line item from GSA. The DRN will be extracted from the invoice and used to reference the FFIS obligating or commitment document, as appropriate. The referenced MO and the RQ documents will be drawn down throughout the year as supplies are delivered and bills are paid. The MO and RQ documents must be monitored for proper closure.

## 2.2.2 Fleet or Vehicle Orders

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### 2.2.2.1 Obtain the DRN

See [Section 2.2.1.1](#).

### 2.2.2.2 Place Order with GSA

Motor vehicle orders must be placed using the GSA's AutoChoice web site. Only one vehicle can be ordered on each line item. Enter the DRN for each line item ordered in the "Internal Agency Financial Data" field.

### 2.2.2.3 Payment of GSA Invoices

Upon receipt of the electronic invoice from GSA, FFIS will generate DD documents for every invoiced line item from GSA. The DRN will be extracted from the invoice and used to reference the obligating document. The MO documents must be monitored for proper closure upon receipt and payment of the vehicles.

## 2.2.3 Emergency Incident Orders

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Emergency incident orders include, fire, natural disaster, and other incidents.

### 2.2.3.1 Obtain the DRN

See [Section 2.2.1.1](#).

### 2.2.3.2 Emergency Orders from GSA Commodity Center (Ft. Worth, Texas)

If the web ordering methods outlined above cannot be used, the authorized ordering official shall prepare a GSA Form 3222 listing the ordered line items with the associated DRN. The order is faxed or called in to the GSA Ft. Worth Commodity Center for immediate processing. Emergency items are received the next day.

### 2.2.3.3 Payment of GSA Invoices

Upon receipt of the electronic invoice from GSA, FFIS will generate DD documents for every invoiced line item from GSA. The DRN will be extracted from the invoice and used to reference the obligating document. The MO documents must be monitored for proper closure upon receipt and payment of the emergency incident items.

## 2.2.4 State and Local Ordering Entities

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Certain state and local entities, such as state forestry agencies and local fire departments, are authorized to order from the GSA FEDSTRIP system. These agencies pay for their supplies. Any state or local agency using a GSA Activity Address Code (AAC) starting with '12' (indicating USDA) will be required to give a DRN. A recommended DRN will be provided to the state and local entities by the cognizant USDA agency, if the default described below is not to be used.

### 2.2.4.1 Place Order with GSA

Authorized State and local agencies will continue to place orders with GSA. They will be required to enter the appropriate default DRN when ordering. The default DRN for state agencies is 'STATE'. The default DRN for local agencies is 'LOCAL'.

### 2.2.4.2 Payment of GSA Invoices

State and local agencies make their own payments to GSA.

## 2.3 Department of Defense Orders (DOD)

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### 2.3.1 Place Order with DOD.

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The order is placed directly with the appropriate DOD organization or through GSA Advantage! or Global Supply websites using the MILSTRIP "button" on these sites. The DoD E-Mall may also be used for MILSTRIP orders. NOTE: MILSTRIP ordering should only be used as a last resort. Most items on GSA Advantage!, Global Supply, and the DoD E-Mall can be acquired using a purchase card. USDA personnel shall use the purchase card, consistent with USDA purchase card policy, in preference to the MILSTRIP ordering process.

The appropriate signal code must be used when placing the MILSTRIP order to identify that the billing should be sent to the ordering organization rather than to NFC. The signal code also informs DOD of whether to bill the charges to the requisitioning AAC or a different AAC.

<u>Signal Code</u>	<u>Deliver Goods To</u>	<u>Send Bill To</u>
A	Requisitioning AAC	Requisitioning AAC
B	Requisitioning AAC	Supplemental AAC
J	Supplemental AAC	Requisitioning AAC
K	Supplemental AAC	Supplemental AAC

### 2.3.2 Obtain your FFIS Vendor Code

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The appropriate vendor code for the billing DOD office must be obtained from the FFIS VEND table.

### 2.3.3 Payment of DOD Invoices

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Upon receipt of the invoice from DoD, the appropriate agency organization enters a payment voucher, by direct entry into FFIS, to pay the bill.

## 2.4 Purchase Card Orders

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The Purchase Card option for ordering goods from GSA is not affected by the FEDS system closure. GSA will not require a DRN to accept your order. Invoices will flow through the Purchase Card Management (PCMS) feeder system with payment made by Electronic Funds Transfer (EFT).