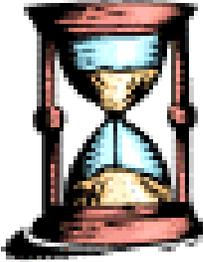


APD ALERT



Shutdown of FEDS Feeder System at the National Finance Center (NFC) effective on February 2, 2004

The FEDS Feeder System at the NFC used for FEDSTRIP and MILSTRIP orders to the General Services Administration (GSA) will be shut down on February 2, 2004. We will no longer be able to obligate funds for GSA or Department of Defense (DoD) purchases using the FEDS Feeder System, and supplies will have to be ordered through GSA's existing web-based systems. This shutdown affects the purchase of supply items through FEDSTRIP (including vehicles) and MILSTRIP.

Supplies should be purchased directly through GSA's web-based systems (Advantage! and Global Supply) or GSA "call centers" (Customer Supply or Commodity Centers) using the purchase card. ***This is the preferred method of acquisition.*** Reconciliation and payment will be made through the Purchase Card Management System.

Continue to order vehicles through GSA's AutoChoice web site. Before ordering, however, the funds must be committed in USDA's Foundation Financial Information System (FFIS) by the Program Office with a Document Reference Number (DRN) identified on the AD-700. In AutoChoice, the DRN is a required field so orders without DRN's will not be accepted by the system. An Activity Address Code (AAC) is also required for using AutoChoice. Reconciliation and payment of orders will be conducted through FFIS.

FEDSTRIP and MILSTRIP direct are the *least preferred methods of acquisition and they should not be used as they are a costly expense to the Agency.* Payments, if any, will be directly entered into FFIS.

Enclosed is a memorandum from USDA Procurement Policy Division transmitting the Ordering Guide for GSA and DoD Supplies (Draft). It focuses on processes, procedures, and requirements of FFIS when using GSA AAC. Use it, as appropriate, to facilitate the acquisition of vehicles and locate URL's for GSA's web-based systems.

Questions regarding this ALERT should be directed to Theresa Stephens on 301-504-1729.

EFFECTIVE DATE: February 2, 2004

2 Enclosures

Issue Date: February 2004

APD ALERT No. 2004-03

FROM: David J. Shea
Chief
Procurement Policy Division

Kay E. Levy
Director
Customer Service Division
Associate Chief Financial Officer,
Financial Systems
Office of the Chief Financial Officer

TO: Procurement Council
Chief Financial Officers Council
Directors, Administrative Services

SUBJECT: Shutdown of Federal Standard Requisitioning and Invoicing Procedure Ordering Support/Feeder System

The Office of Procurement and Property Management and the Office of the Chief Financial Officer (OCFO) will shutdown and discontinue the FEDS feeder system effective February 2, 2004. After that date, all Federal Standard Requisitioning and Invoicing Procedure (FEDSTRIP) orders previously made through the General Services Administration (GSA) via the Department of Agriculture (USDA) FEDS feeder system will be made directly through existing web-based GSA systems. This change in procedures affects the purchase of vehicles, tree-marking paint, and GSA-sourced general and fire fighting supply items.

Military Standard Requisitioning and Invoicing Procedure (MILSTRIP) orders for Department of Defense sourced items previously processed through FEDS, will need to be ordered, effective February 2, 2004, using appropriate DOD processes and then paid by agencies using direct entry into the Foundation Financial Information System (FFIS).

A draft overview and a draft set of ordering and finance procedures, pertaining to the systems and processes to be used in Activity Address Code (AAC) based ordering in lieu of FEDS, is attached. A walk-through of these procedures for interested agency personnel will be held from 9:00 AM to Noon on January 21, 2004. The location of the meeting will be provided later under separate cover.

Please ensure that this memorandum is distributed to appropriate procurement, fleet, finance, and program staffs, including relevant field locations. The shutdown of FEDS in no way changes existing USDA policies and procedures pertaining to purchase card or fleet card use.

Many thanks to Jana Sjoquist, Forest Service, and Dave Dufour, OCFO, for the major role they played in putting this information together. If you have comments on the draft ordering procedures, please direct them to Dave Dufour at (504) 255-4830 or by e-mail at dave.dufour@usda.gov by no later than January 7, 2004. We anticipate finalizing these procedures no later than mid January 2004.

Procurement policy questions regarding the shutdown of FEDS should be directed to David J. Shea at (202) 720-6206 or via e-mail at david.shea@usda.gov. Questions of a financial systems nature should be directed to Kay Levy, Director, Customer Service Division, Associate Chief Financial Officer for Financial Systems, at (202) 619-7648 or via e-mail at klevy@cfo.usda.gov.

Attachments

12/17/03 DRAFT

Overview of GSA Web-Based Systems/Procedures for Use in Lieu of FEDSTRIP

I. GSA maintained web based purchasing systems include the following:

- GSA Global Supply: The Global Supply web site was established in the summer of 2003. It looks and operates in a manner very similar to GSA Advantage!, but contains only GSA-sourced items. Both the purchase card and AAC can be used to place orders. Access Global Supply at:
https://www.gsaglobalsupply.gsa.gov/advgsa/main_pages/start_page.jsp?store=FSS.
- GSA Advantage!: USDA is the largest civilian agency user of the GSA Advantage! On-line ordering system. Advantage! ordering can be accomplished using either the purchase card or AACs. Advantage! offers a broad range of GSA and contractor-sourced items and can be accessed at:
https://www.gsaadvantage.gov/advgsa/main_pages/start_page.jsp.
- GSA AutoChoice: AutoChoice permits agencies to choose and purchase vehicles for Government use. (Note: Purchase cards may not be used to acquire large motor vehicles such as cars and trucks.) Access AutoChoice at:
<https://apps.fss.gsa.gov/cops/vehicles/autochoice/Login.cfm?SelectedMenu=Compare&SourceURL=/vehicles/roads>.

Before USDA employees use any of these systems, or place phone or fax orders with GSA Customer Supply or Commodity Centers, to purchase products using an AAC, they must first ensure that funds are first committed in USDA's Foundation Financial Information System (FFIS) and a Document Reference Number (DRN) generated. Ordering officials will need to coordinate with financial staffs to obtain the DRN. Once this has been accomplished, the authorized buyer can order using the appropriate web-based GSA system. Each GSA system has been modified to accept the FFIS-derived DRN in an appropriation data field. The data entered into this field must be the complete DRN from FFIS. If the DRN is not entered into the appropriate block, GSA will not accept the order. The FFIS DRN consists of a maximum of 17 alpha/numeric digits. Two examples of a DRN derived from the FFIS document number follow:

(Please turn to the next page.)

FFIS Trans Code 2 Digits	FFIS Document Number (maximum of 11 alpha/numeric digits)	FFIS Line NUMBER 4digits
MO	12312312312	#001
RQ	CSC123456	#003

- The FFIS Trans Code will always be either an 'MO' (obligation) or 'RQ' (requisition/commitment). 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.
- The FFIS Document Number will identify the obligation or commitment Document.
- The FFIS Line Number will always start with a '#' (pound sign) followed by the three digit line number within the document that will be charged for the goods.
- **There are no embedded spaces with the DRN, i.e., MO12312312312#001.**

II. DoD Order Procedures

Also effective February 2, 2004, all USDA staff that place orders with any DOD activity will become fully responsible for carrying out the entire ordering and payments process. OCFO will no longer centrally process payments for these purchases, aside from the payment processes normally performed by FFIS. The following steps must be taken by the buying agency when procuring from DoD:

1. Obtain the commitment/obligation FFIS document
2. Place the order with the DoD activity using GSA Advantage or Global Supply if the required item is available on these sites (use the FEDSTRIP ordering button on Advantage! or Global Supply; no DRN is required) or directly from DoD (DoD E-mail, etc. Again, no DRN is required, however, the appropriate "signal code" must be entered so that the invoice is sent to the correct location. See the "Ordering Guide for General Services Administration and Department of Defense Supplies" for further information;

3. Receive and approve all DoD Invoices for all products or services procured; and
4. Make final payment through FFIS via direct entry.

III. Purchase Card Users

Use of the purchase card is not affected by these procedures. The purchase card can continue to be used in accordance with existing procedures, and will continue to be accepted by both of the GSA Federal Supply Service's main web-based ordering systems, "Advantage!" and "Global Supply." No DRN is required for purchase card transactions.

[END]

DRAFT

**Ordering Guide for General Services
Administration and Department of Defense
Supplies**

User Guide

Version 1.6

December 19, 2003

Revision Log

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

Revision	Description	Author	Memo #	Issue Date

Draft

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Draft

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

1.1 Overview

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:

Supplies (in order of preference):

1. 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.
2. 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 Foundation Financial Information System (FFIS).
3. 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) procedures, 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 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.

Vehicles:

AACw/DRN. Vehicles 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.

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/drdn.html>.

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

1.1.1 Ordering Using an AAC

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 so placed 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-Mail. The E-Mail 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://email.prod.dodonline.net/scripts/emLogon.asp>. Figure 1-2 illustrates the process for AAC-based DoD orders.

1.1.2 Financial System Obligation (or Commitment) of Funds

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

When an AAC with a DRN is used to support an 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 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 procedures 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.

(Please turn to the next page.)

Figure 1-1 GSA Order Process

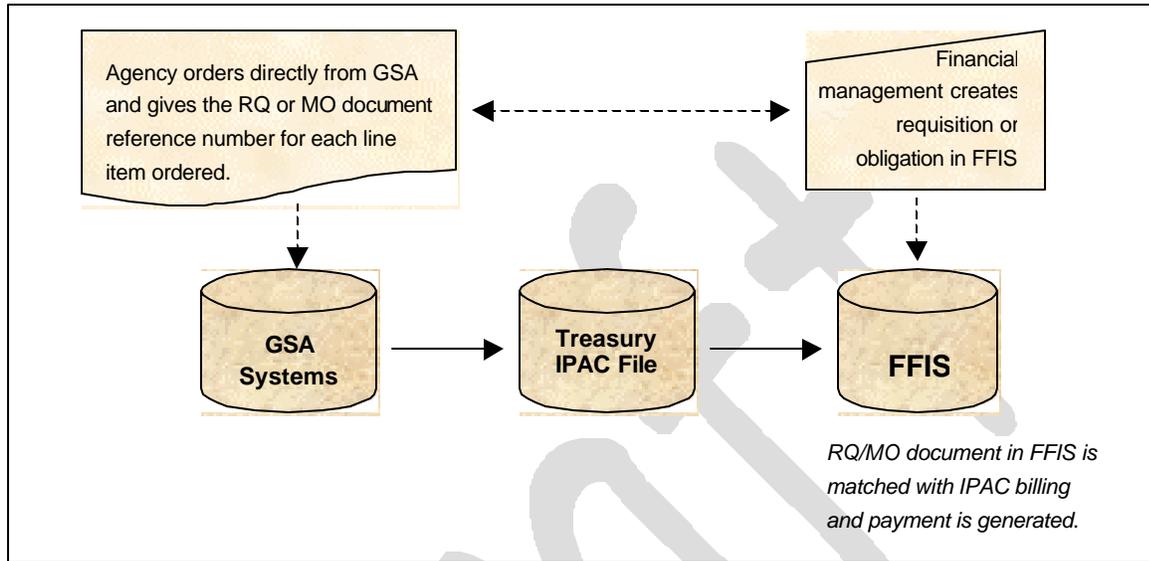
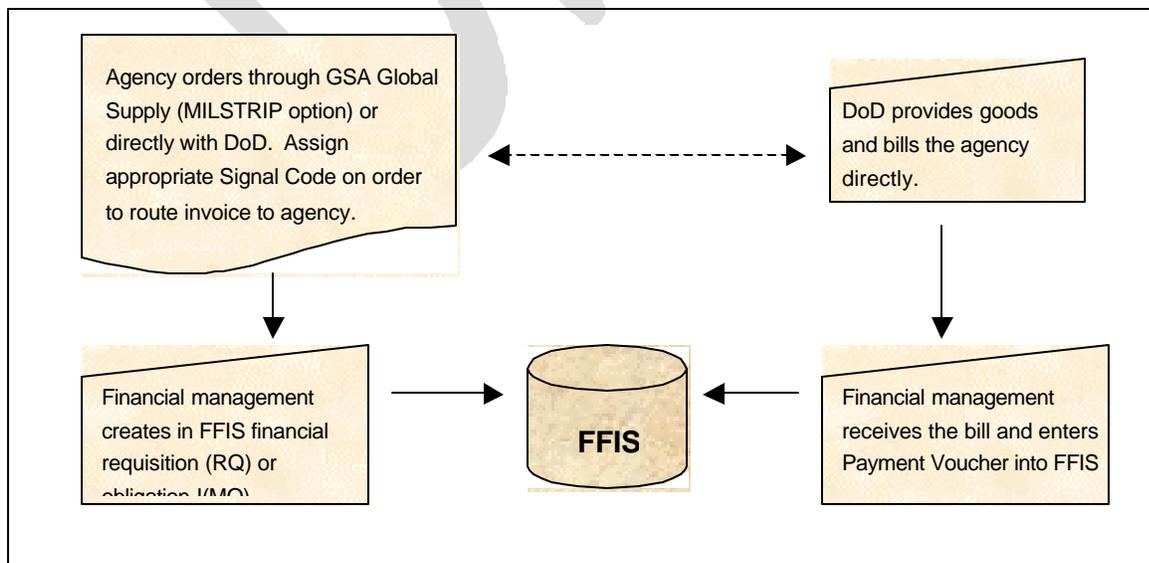


Figure 1-2 DoD Order Process



1.2 Obligations (and Commitments)

Agencies must establish a commitment or obligation in FFIS prior to ordering from GSA.

1.2.1 FFIS Document

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 Trans Code for an obligating document must be a ‘MO’
- The Trans Code for a commitment document must be a ‘RQ’
- The Trans 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.

1.2.2 Document Reference Number (DRN)

The DRN must be entered into GSA ordering systems/provided to GSA call centers by authorized ordering officials when ordering supplies or vehicles.

The DRN consists of the obligating (or commitment) document’s FFIS Trans Code, FFIS Document Number, a separator (#), and the appropriate FFIS Line Number within the obligating (or commitment) document.

The Trans Code must always be ‘MO’ for obligations or ‘RQ’ for commitments.

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 should be no embedded spaces in the DRN.

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.

An example of a DRN would be MO123456789#001.

1.3 GSA Orders

1.3.1 General GSA Purchases - Supplies

Obtain the DRN

Using an FFIS Obligation (“MO”) Document:

Ordering activities’ finance staffs shall establish a 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 Trans 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).

Ex. FFIS Trans 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 such as office supplies. 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 2.1.2 for makeup of a DRN).

Ex. FFIS Trans Code	‘RQ’
FFIS Document Number	‘SUPPLY12724’
FFIS Line Number	‘001’
Derived DRN given to GSA	‘RQSUPPLY12724#001’

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.

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 will be liquidated against the payment or the RQ documents will be drawn down throughout the year as supplies are delivered and bills are paid out of the balance of funds available against that RQ.

1.3.2 Fleet or Vehicle Orders

Obtain your DRN

See Section 2.2.1.

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.

Payment of GSA invoices

Direct Disbursement (DD) documents will be generated for every invoiced line item from GSA. The DRN will be extracted from the invoice and used to reference the obligating document. Since only one vehicle is ordered per line item, the line item is effectively closed upon payment.

1.3.3 Emergency Incident Orders

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

Obtain your DRN

See Section 2.2.1.

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.

Payment of GSA invoices

See Section 2.2.1.

1.3.4 State and Local Ordering entities

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 default 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.

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'.

Payment of GSA invoices

State and local agencies make their own payments to GSA.

1.4 Department of Defense Orders (DOD)

Place Order with DOD.

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 agency rather than the NFC. The signal code also informs DOD of whether to bill the charges to the requisitioning AAC or the supplemental 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

Obtain your FFIS Vendor code

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

Payment of GSA invoices

Upon receipt of the invoice from DoD, the appropriate agency AAC enters a Payment Voucher, by direct entry, to pay the bill.

1.5 Purchase Card Orders

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).

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