



## INSTRUCTIONS

**USE THIS FORM ONLY IF THE PURCHASE ORDER NUMBER BEGINS WITH "43."**

**IF ORDER NUMBER BEGINS WITH "40," USE EITHER THE GREEN "RECEIPT COPY" OF THE PURCHASE ORDER OR THE PARTIAL RECEIPT FORM, AD-838A.**

**IF ORDER NUMBER BEGINS WITH A "41" OR "42," NO RECEIPT REPORT IS REQUIRED.**

**IF ORDER NUMBER BEGINS WITH A "45," USE FORM AD-838D.**

1 PAGE NUMBER	2 RECEIVING OFFICE NO	3 CONTRACT NUMBER	4 ORDER DATE	5 SF-281	6 UNIT CODE	7 FUND CODE	8 ORDER NUMBER	9 SUB
1 of 1	91Y9M02	OM	032189	EK	07	TR	43-91Y9-9-58	

### BLOCK NUMBER

1. Enter the Purchase Order Number beginning with "43" as indicated in Block 8 of the Purchase Order.
2. If you have received only part of the order (you expect another shipment), check the "Partial" box. If this shipment completes the order, check the "Complete" box.  
  
If 5th position of receiving office number (Block 2 on Purchase Order) is an "M," you are one of several offices receiving goods or services from this order and must always check the "Partial" box.
3. Enter the date the goods or services were received and accepted or the date the service period ended. Always enter the latest date.
4. Enter the date the invoice was received.
5. Enter the Vendor's Invoice Number. If none, enter "NONE." If more than one invoice, submit a separate AD-838B for each.
6. Enter the name of the Vendor to whom payment will be made.

### FOLLOW BLOCK NUMBER 7 THROUGH 10 FOR EACH LINE ITEM RECEIVED.

7. Enter the appropriate line item number (as indicated in Column 12 of the Purchase Order) for the goods or service you have received and accepted.
8. Enter a brief description of the goods or service (See Column 14 of the Purchase Order).
9. Enter the quantity received and unit of issue for each line item.
10. Enter the dollar amount to be paid for each line item received.
11. Enter the total of the charges shown on the invoice which was designated as Non-Merchandise on the obligation, if payable. If not payable, enter "0" and explain in Block 20, Receipt Exception. If Non-Merchandise is not on obligation, net the amount into the line item amounts.
12. Enter the total amount charged for Freight if authorized. Postage and handling charges are considered Freight. If Freight is not authorized, enter "0" and explain in Block 20, Receipt Exception.

### BLOCK NUMBER

13. Enter the total Federal Excise Tax as shown on invoice if tax charged is proper. If tax charged, but Government exempt, enter "0" and explain in Block 20, Receipt Exception.
14. Enter the total State or Local Tax as shown on invoice, if tax charged is proper. If tax charged, but Government exempt, enter "0" and explain in Block 20, Receipt Exception.
15. Enter the sum of all the dollar amount columns up to this point (including the line item amounts).
16. Enter the total amount allowed for Trade-In if Trade-In is indicated on order. If Trade-In is not on order, net the Trade-In into the line item amounts. (It may be necessary to combine amounts if more than one Trade-In given.)
17. Enter the total Line or Volume discount amount shown on the invoice if Line or Volume discount is shown on order. If Line or Volume discount is not on order, net the discount into the line item amounts. Time discounts are computed by NFC. Do not enter Time discounts here.
18. Enter the total Credit indicated on the invoice if Credit is indicated on order. If no Credit on order, net the Credit into the line item amounts.
19. Enter the total amount to be paid to the Vendor. If this amount differs from the total charged by Vendor, be sure to give exception reason in Block 20, Receipt Exception.
20. Record receipt exception here.
21. Enter the address of the authorized official.
22. Enter signature of authorized official.
23. Enter the date this form is prepared.
24. Enter the phone number where the authorized official can be reached for additional information. Indicate if phone number is an FTS or commercial number.
25. Mail to this NFC address. (Use of window envelope is optional.) Attach a single invoice to the back of each AD-838B.