

May 31, 2012

TO: Printing and Publishing Officials of the Federal Government

SUBJECT: Announcement of the New GPO Form 400

The U.S. Government Printing Office (GPO) is excited to announce the new Form 400 series. These new invoices provide information in a more comprehensive format for GPO customers to reconcile their IPAC and non-IPAC invoiced payments.

The new form is broken into six different Form 400 formats, depending upon payment method or product:

- IPAC Summary
- Invoice
- Federal Register* IPAC Summary
- Federal Register* Invoice
- Code of Federal Regulations* IPAC Summary
- Code of Federal Regulations* Invoice

Along with providing all of the information GPO customers are accustomed to, we have added additional key fields:

- Program Number
- Treasury Account Symbol (TAS)
- Line of Accounting (LOA)
- Reference Information
- Postage/Shipping/Freight
- Product and Services

For *Federal Register* and *Code of Federal Regulations* invoices, we have added:

- Volume Number
- Issue Number
- Beginning Page Number
- FR DOC (Federal Register Document Number)
- Column Quantity
- Page Quantity
- Rider Quantity
- Publishing Rate/Rider Rate

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In addition, GPO has established email addresses so customers can submit inquiries regarding invoices. This contact information is provided on each GPO Form 400. Please contact us and allow GPO to review and resolve discrepancies prior to adjusting invoice amounts or submitting a chargeback via IPAC.

Samples of each of the new GPO Form 400s are attached. Please pass this information on to your Finance office, so they are also familiar with the change.

If you have any questions about information contained in this Circular Letter please contact the Customer Account Division of Finance and Administration on (202) 512-0626.

Sincerely,

R. T. SULLIVAN
Managing Director, Customer Services

Attachments

Sample: IPAC



IPAC Summary

ADDRESS BOX

Treasury Document Reference Number (DRN): 1182810A
 IPAC Cycle #: 75
 Date: 07-NOV-2011
 Agency Location Code (ALC): 0000000
 Billing Address Code (BAC): 000000

GPO INVOICE NUMBER	LINE NO.	JACKET NUMBER	PRINT ORDER	REQUESTOR NUMBER	PROGRAM NUMBER	TREASURY ACCOUNT SYMBOL	LINE OF ACCOUNTING (LOA)	REFERENCE INFORMATION	QUANTITY	PRODUCTS AND SERVICES*	POSTAGE / SHIPPING	SUBTOTAL
11W2418A	1	054056	20044	0-001000L			210.A030.0000 0-22-2011 4527117 00000 0470 GPOB34D6820011 4C38RA.023185 5227.00		4.00	\$26.86	\$1.00	\$26.86

Total IPAC Charges for UNN 1182818A: \$26.86

In accordance with Title 44, Section 310, the above charges have been submitted to the ALC above via IPAC for reimbursement.

*The Products and Services amount may include Postage and Shipping.

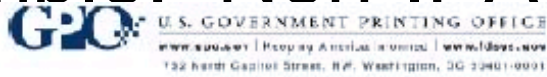
If your order included press sheet inspections, postage, modifications, or other GPO services, this may not be the final bill for your order.

If you have questions pertaining to the above charges, submit your inquiry via email to IPACBilling@gpo.gov. You will receive an email notification confirming GPO's receipt of your inquiry. All inquiries must include the following information: **GPO Invoice Number, Jacket Number, and Print Order Number**. Please include specific remarks, comments, or questions you may have regarding each invoice. If you have questions for multiple invoices listed on the same IPAC Summary Form 400, please list each separately.

In accordance with Treasury Regulations (31FM Vol 1, Part 6, Ch 4900, Sec 493b), please contact GPO at the above email address to discuss any discrepancies prior to submitting a chargeback via IPAC.

Thank You for Your Business!

Sample: Non-IPAC



Invoice

ADDRESS BOX

GPO Invoice Number: 1245014
 Date: 07-14-2012
 Billing Address Code (BAC): 939999

LINE NO.	JACKET NUMBER	PRINT ORDER	REQUISITION NUMBER	PROGRAM NUMBER	LINE OF ACCOUNTING (LOA)	REFERENCE INFORMATION	QUANTITY	PRODUCTS AND SERVICES	POSTAGE / SHIPPING	SUBTOTAL
1	074359	00700	744				500		30.00	\$1,988.80

Total Charges for Invoice 1245014 \$1,988.80
 Total Invoice Charges for BAC 110100 \$1,988.80

In accordance with Title 44, Section 310, the above charges are submitted for reimbursement.

Prompt settlement by check, payable to "The Public Printer", is required (44 USC 310). Mail check and one copy of this Invoice to: U.S. Government Printing Office, Distribution - Mail Stop RMAC, Room B-072, 750 North Capitol Street, NW, Washington, DC 20540. Payment can also be made by ACH. Please submit your request for this process to ach.payments@gpo.gov.

The Products and Services amount may include Postage and Shipping.

If your order included press sheet inspections, postage, modifications, or other GPO services, this may not be the final bill for your order.

If you have questions pertaining to the above charges, submit your inquiry via email to GPOBilling@gpo.gov. You will receive an email notification confirming GPO's receipt of your inquiry. All inquiries must include the following information: GPO Invoice Number, Jacket Number, and Print Order Number. Please include specific remarks, comments, or questions you may have regarding this invoice.

Please allow GPO to review and resolve discrepancies prior to adjusting total invoice amounts.

Thank You for Your Business!

Sample: Federal Register IPAC Summary



U.S. GOVERNMENT PRINTING OFFICE
www.gpo.gov | Keeping America Informed | www.fdsys.gov
205 North Capitol Street, NW, Washington, DC 20540-0001

Federal Register IPAC Summary

ADDRESS BOX

Treasury Document Reference Number (DRN): 1000261
IPAC Cycle #: 05
Date: 07-NOV-2011
Agency Location Code (ALC): 00000000
Billing Address Code (BAC): 999999

GPO INVOICE NUMBER	LINE #	VOLUME NUMBER	ISSUE NUMBER	FRANKFA PART NUMBER	FR DOC	ISSUE DATE	REQUISITION NUMBER	TREASURY ACCOUNT SYMBOL	LINE OF ACQUISITION (LINA)	REFERENCE REVISION	COLUMN QUANTITY	RATE/UNIT	AMOUNT
1000261	00	75	192				149823				1		\$198.00

Total IPAC Charges for DRN 1000261: \$198.00

In accordance with Title 41, Section 101-11.607, the above charges have been submitted to the AIC account via IPAC for reimbursement.

The item(s) above were submitted by your agency to the Office of the Federal Register for publication by GPO. To view the item published, navigate on the Internet to: <http://www.gpo.gov/fdsys/search/advanced>, and click on the "Advanced Search" link. There is a "Help" link in the bottom right corner to assist you with the different search features. The search feature allows you to verify that your agency has received the service being provided.

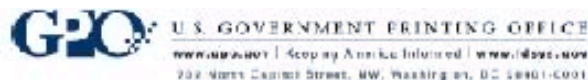
(*) Federal Register Publishing Rates: MS Word (P) \$167/volume; Comm Copy (C) \$174/volume; Manuscript (M) \$174/volume.

If you have questions pertaining to the above charges, submit your inquiry via email to federalregswebfile@gpo.gov. You will receive an email notification confirming GPO's receipt of your inquiry. All inquiries must include the following information: GPO Invoice Number, Volume Number, and Issue Number. Please include specific details, comments, or questions you may have regarding such inquiries. If you have questions for multiple invoices listed on the same IPAC Summary Form 400, please list each separately.

In accordance with Treasury Regulations (TFR Vol 1, Part 6, Ch 4000, Sec 4030), please contact GPO at the above email address to discuss any discrepancies prior to submitting a chargeback via IPAC.

Thank You for Your Business!

Sample: Federal Register Invoice



Federal Register Invoice

ADDRESS BOX

GPO Invoice Number: 1317210
 Date: 04-OCT-2011
 Billing Address Code (BAC): 999999

LINE NO.	VOLUME NUMBER	ISSUE NUMBER	BEGINNING PAGE NUMBER	TR DOC.	ISSUE DATE	REQUISITION NUMBER	LINE OF ACCOUNTING (LOA)	REFERENCE INFORMATION	COLUMN QUANTITY	DATE CODE	SUBTOTAL
1	76	180	60537	2011-2629B	30-SEP-11	1-00001			2	F	\$316.00
2	76	180	60494	2011-25003	24-SEP-11	1-00001			1	F	\$126.00
3	76	188	60747	2011-2494F	26-SEP-11	1-00001			1	F	\$126.00
4	76	187	59700	2011-2477S	27-SEP-11	1-00001			1	F	\$126.00
5	76	180	59390	2011-2470F	20-SEP-11	1-00001			2	F	\$316.00
6	76	186	60337	2011-2180L	28-SEP-11	1-00001			0	F	\$1,181.00
7	76	186	60188	2011-2162L	29-SEP-11	1-00001			2	F	\$316.00

Total Charges for Invoice 1317210: \$2,002.00

In accordance with Title 41, Section 101-11.6, the above charges are submitted for reimbursement.

Prompt settlement by check, payable to "The Public Printer", is required (44 USC 310). Mail check and one copy of this invoice to:
 U.S. Government Printing Office, Publishing - Mail Stop PMAC, Room 8-022, 750 North Capitol Street, NW, Washington, DC 20540
 Payment can also be made by ACH. Please submit your request for this process to gpo_payments@gpo.gov.

The item(s) listed were submitted by your agency to the Office of the Federal Register for publication by GPO. To view the items published, navigate on the Internet to <http://www.gpo.gov/fdsys/search/home.action> and click on the "Advanced Search" link. There is a "Help" link in the bottom right corner to assist you with the different search features. The search feature allows you to verify that your agency has received the service being invoiced.

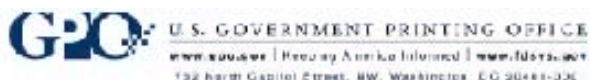
†† Federal Register Publishing Rates: MO Word (W) \$156/column; Camera Copy (C) \$174/column; Manuscript (M) \$174/column.

If you have questions pertaining to the above charges, submit your inquiry via email to federalregister@ing@gpo.gov. You will receive an email notification confirming GPO's receipt of your inquiry. All inquiries must include the following information: GPO Invoice Number, Volume Number, and Issue Number. Please include specific concerns, comments, or questions you may have regarding this invoice.

Please allow GPO to review and resolve discrepancies prior to adjusting total invoice amounts.

Thank You for Your Business!

Sample: Code of Federal Regulations IPAC Summary



Code of Federal Regulations IPAC Summary

ADDRESS BOX

Treasury Document Reference Number (DRN) 2006277
 IPAC Cycle#: 05
 Date: 07 NOV 2011
 Agency Location Code (A/C): 0000000
 Billing Address Code (DAC): 000000

GPO INVOICE NUMBER	LINE NO.	TITLE / PART / DESCRIPTION	JACKET NUMBER	POSITION NUMBER	FRASURY ACCOUNT SYMBOL	LINE OF ACCOUNTING (LOA)	REFERENCE INFORMATION	PAGE QUANTITY ⁽¹⁾	RIDER QUANTITY ⁽²⁾	PUBLISHING RATE ⁽³⁾ / RIDER RATE ⁽⁴⁾	SUBTOTAL
1327431	1	CFR TITLE 20 PARTS 400-499	22300C	1-00241052913				0	1	\$12.48	\$12.48
1327431	2	CFR TITLE 20 PARTS 700-799	22300C	1-00241052284				0	3	\$12.48	\$37.47
1327432	1	CFR TITLE 17 PARTS 200-299	22300b	1-0010606300b				0	1	\$7.16	\$7.16

Total IPAC Charges for DRN 2066277: \$57.11

Total IPAC Charges for BAC 832001: \$317,481.62

In accordance with Title 44, Section 1509, the above charges have been submitted to the ALC above via IPAC for reimbursement.

The item(s) above were submitted by your agency to the Office of the Federal Register for publication by GPO. To view the item published, navigate on the Internet to <http://www.gpo.gov/fdsys/search/home.action> and click on the "Advanced Search" link. There is a "Help" link in the bottom right corner to assist you with the different search features. The search feature allows you to verify that your agency has received the service being invoiced.

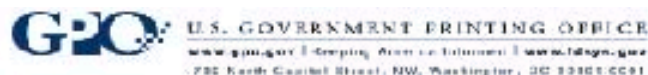
⁽¹⁾ Page Quantity includes chapter articles plus a portion of the book binding, introductory pages, and Finding Aids that are shared by all agencies publishing in a particular C-FR.
⁽²⁾ Rider Quantity is the number of copies ordered using the Rider Rate.
⁽³⁾ Code of Federal Regulations Publishing Rate: \$05.00 per page.
⁽⁴⁾ Rider Rate is the marginal cost of all copies ordered not including preliminary setup costs.

If you have questions pertaining to the above charges, submit your inquiry via email to CFRPrinting@gpo.gov. You will receive an email notification confirming GPO's receipt of your inquiry. All inquiries must include the following information: GPO Invoice Number, Title, Part, and Jacket Number. Please include specific remarks, comments, or questions you may have regarding each invoice. If you have questions for multiple invoices listed on the same IPAC Summary Form 400, please list each separately.

In accordance with Treasury regulations (11 CFR Vol 1, Part 6, Ch 400, Sec 403b), please contact GPO at the above email address to discuss any discrepancies prior to submitting a chargeback via IPAC.

Thank You For Your Business!

Sample: Code of Federal Regulation Invoice



Code of Federal Regulations Invoice

GPO Invoice Number: 1344466
 Date: 05/14/12
 Billing Address Code (BAC): 899999

ADDRESS BOX

LINE NO.	TITLE / PART DESCRIPTION	JACKET NUMBER	ISSUE/REV. NUMBER	UNIT OF ACCOUNT (UAC)	REFERENCE NUMBER (UAC)	PAGE QUANTITY	UNIT QUANTITY	RIDER BONUS RATE / RIDER UAC	UNIT PRICE
1	CONFIDENTIAL PREPARED BY (M)	00000	1-01000				0		\$1,605.00
Total Charges for Invoice 1344466:									\$1,605.00

In accordance with Title 41, Section 101(b), the above charges are submitted for reimbursement.

Prompt settlement by check, payable to "The Public Printer", is required (44 USC 310). Mail check and one copy of this invoice to: U.S. Government Printing Office, Distributing - Mail Stop FIMAC, Room B-022, 732 North Capitol Street, NW, Washington, DC 20401. Payment can also be made by ACH. Please submit your request for this process to ach.payments@gpo.gov.

The items above were submitted by your agency to the Office of the Federal Register for publication by GPO. To view the item published, navigate on the Internet to: <http://www.gpo.gov/cfr/title41/101a/00000> and click on the "Advanced Search" link. There is a "Help" link in the bottom right corner to assist you with the different search features. The search feature allows you to verify that your agency has received the service being provided.

(1) Page Quantity includes chapter articles per unit position of the book binding, introductory pages, and Finding Aids that are shared by all agencies publishing in a particular CFR.

(2) Rider Quantity is the number of copies ordered using the Rider Rate.

(3) Code of Federal Regulations Publishing Rate: \$65.00 per page.

(4) Rider Rate is the marginal cost of all copies ordered, not including preliminary setup costs.

If you have questions pertaining to the above charges, submit your inquiry via email to GPOBilling@gpo.gov. You will receive an email notification confirming GPO's receipt of your inquiry. All inquiries must include the following information: GPO Invoice Number, Title, Part, and Jacket Number. Please include specific remarks, comments, or questions you may have regarding this invoice.

Please allow GPO to mail and resolve discrepancies prior to adjusting total invoice amounts.

Thank You for Your Business!