

12. b. This report will show purchases of supplies or services in any foreign country. Services include piloting, wharfage, and towing services. An estimated amount of dollars expended by crew while on liberty shall also be forwarded in this report.
- c. The report shall show purchases for each country individually.

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FC DE NC
FC/011244
R 301702Z MAR 94 ZUI ASN-D05089000738
FM USCGC VIGOROUS
TO FC/COGARD FINCEN CHESAPEAKE VA//FR//
INFO ZEN/COMCOGARD MLC LANT NEW YORK NY//FAC-1//
ACCT CG-W2GDRC
BT
UNCLAS //N04400//
SUBJ: RPT OF INTERNATIONAL TRANSACTIONS - 2ND QTR FY 94
A. MLC LANT SOP APPENDIX D-12-G-2
1. IAW REF (A) 17,218.00 IN INTERNATIONAL TRANSACTIONS WERE
MADE THIS QUARTER IN BERMUDA 09-14-MAR 94.
2. BREAKDOWN IS AS FOLLOWS:
    PERSONAL EXPENDITURES           15,400.00
    (CREW WHILE IN PORT)
    PILOTAGE                         1,000.00
    COMMISSARY                       518.00
    PHONE SERVICES                   300.00
    TOTAL                            17,218.00
BT
NNNN

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### Figure 11-1 International Transaction Sample Message Report

#### 13. Wire Transfers.

- a. Wire Transfers from customers/vendors occur frequently in the U. S. Coast Guard. The correct procedures and information need to be used for these transactions to happen properly.
- b. When a customer attempts to wire U. S. Dollars to the U. S. Coast Guard the following wire payment instructions are necessary:
- (1) Send to: Federal Reserve Bank, New York City, NY
  - (2) ABA#: 021030004 Treas NYC
  - (3) BNF: AC 70 06 0000
  - (4) OBI: Brief description/purpose to allow identification.

#### 14. Vendor Express.

- a. What is Vendor Express?

14. a. (1) Vendor Express is "Direct Deposit" of payments to vendors for businesses that provide goods and services to any federal agency. "Vendor" is a generic term that describes businesses and other payment recipients such as State/local governments, educational institutions, and other organizations receiving payments from the Federal Government. Payments are made electronically through the Automated Clearing House (ACH) network for deposit directly into the vendor's bank account on the payment due date.
- (2) Vendor Express provides the vendor's bank with payment details which identify the reason for the payment, such as an invoice number. This information is contained in the addendum record and accompanies the payment. The FINCEN originates and sends both the payment and addendum record to the vendor through his bank.
- b. Benefits of Using Vendor Express.
- (1) There are no deposit delays.
  - (2) Funds are promptly available for vendor's use.
  - (3) Provides better cash management for the vendor.
  - (4) It eliminates the possibility of lost or stolen checks.
  - (5) The payments are fully traceable.
- c. How Can Vendors Sign up for Vendor Express?
- (1) The vendor must fill out an SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form. Before sending the SF-3881 to the vendor for completion, the agency information section must be completed as shown on the accompanying sample SF-3881. **See Figure 11-2.**
  - (2) The vendor must complete the Payee/Company Information section of the form and have its bank complete the Financial Institution Information section before the vendor sends the form into the FINCEN for processing. Once completed the form should be sent to:  
  
COMMANDING OFFICER (OPB)  
COAST GUARD FINANCE CENTER  
VENDOR EXPRESS PROGRAM  
1430A KRISTINA WAY  
CHESAPEAKE, VA 23326
  - (3) Field units should maintain a supply of SF-3881's adequate to meet vendor needs. The SF-3881, ACH Vendor/Miscellaneous Payment Enrollment Form may be ordered through regional GSA Customer Supply Centers. The form is identified by its National Stock Number: 7540-01-274-9925. The cost is \$3.96 per package of 100 forms.
  - (4) If vendors or field units have any questions regarding Vendor Express they should contact FINCEN Customer Service at (757) 523-6940. Informational booklets on the Vendor Express program can be obtained by contacting the FINCEN.