

**DOCUMENT NAME: Superintendent Of  
Documents - Publications  
DOCUMENT TYPE: 37**

1. **Description:** An order for Supplies or Services used to request publications from the Superintendent of Documents.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
3. **Related Forms:** None.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 3704904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
37	04	90	4	F	AB	001	

**5. Accounting Line:**

SAMPLE: 2/F/401/136/30/0/AB/12345/2664

**6. FINCEN Critical Processing Requirements:**

- a. Ordering units must ensure the following information is included on every completed CG-5398 (or OF-347):
  - (1) ALC 70-06-0000 must be placed in block 17B of the form.
  - (2) Matching DTCG/HSCG and document numbers - block 3 and 4.
  - (3) Five digit OPFAC of the contracting office - block 5.
  - (4) Vendor name and address - block 7.
  - (5) Shipping terms - block 12.
  - (6) Accounting data - block 9.
  - (7) Cost breakdown for multiple accounting lines - block 9.
  - (8) Item description - block 17.
  - (9) Grand total - block 17i.
  - (10) Correct Mail To: Instructions - block 21.
  - (11) Contracting authority signature - block 23.

6. b. SUBMITTED HARD COPY DOCUMENTS MUST BE LEGIBLE

7. **Other Information:** An alternative procurement method is via the Government Purchase Card.

8. **FPD Information:**

a. Obligation will transmit electronically via FPD.

b. A copy of the purchase form should be mailed to the FINCEN and should have the statement on the face of the document:

**"OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"**

c. This document is entered into FPD using the Simplified Acquisitions Applet under Generic Purchase Order. When transferring to FINCEN only the obligation accounting information (XA record) will be sent.

d. This document should have the public/government indicator set to "G".

9. **Document Flow:**

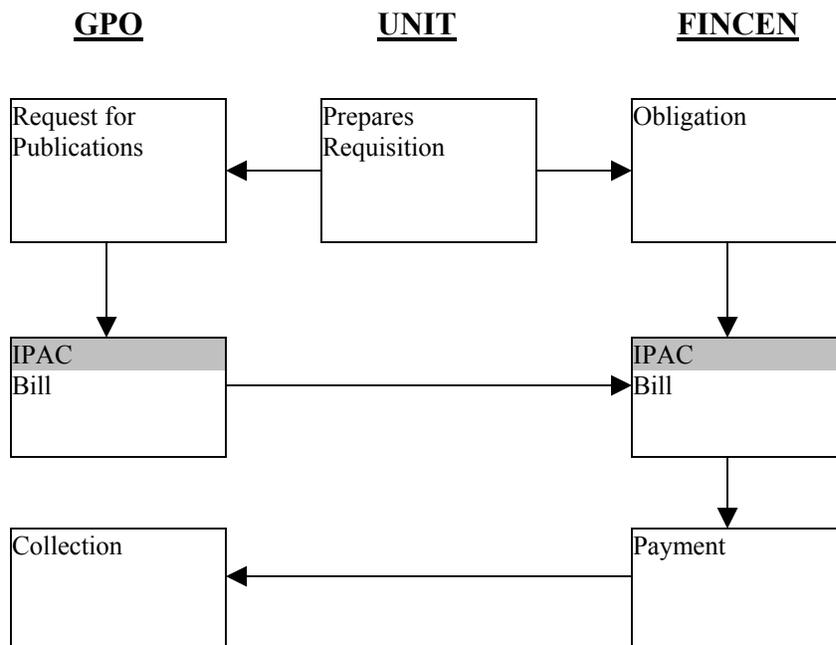


Figure: 12F-8 Superintendent of Documents - Publications

- 9. a. Figure 12F-8 describes the procedures for processing the Superintendent of Documents Publications form.
- b. The unit prepares an OF-347 or CG-5398, Order for Supplies or Services, describing the documents required.
- c. One copy of the request is given to GPO, one copy is retained in the unit files, and one copy is mailed to the FINCEN.
- d. The FINCEN receives an IPAC bill from GPO, and individual charges are spread to the unit.

**10. Sample Form:** See Figure 12F-9.

**11. PES Report:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3704904FAB001000	051	04025FHAA	12345	2664	0.00	208.00	0.00	0.00
3704904FAB001000	136F	04055F111	12345	2664	0.00	208.00-	0.00	208.00

**12. References:** None.

ORDER FOR SUPPLIES AND SERVICES						PAGE	OF	PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1		1	
1. DATE OF ORDER 05/02/04		2. CONTRACT NO. (If any) HSCG-27-04Y-FAB001		6. SHIP TO:					
3. ORDER NO. HSCG-27-04Y-FAB001		4. REQUISITION/REFERENCE NO. 3704274FAB001		a. NAME OF CONSIGNEE Same as Block 5					
5. ISSUING OFFICE (Address correspondence to) Commanding Officer 12345 USCGC Eveready, 1234 Coast Guard Blvd. Portsmouth, VA 23703-2197 757-396-1111				b. STREET ADDRESS		c. CITY		d. STATE	e. ZIP CODE
7. TO:				f. SHIP VIA					
a. NAME OF CONTRACTOR Superintendent of Documents		b. COMPANY NAME Government Printing Office		8. TYPE OF ORDER					
c. STREET ADDRESS		d. CITY Washington		e. STATE DC		f. ZIP CODE 20402		<input checked="" type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above- numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA 2/F/401/136/30/0/AB/12345/2664/300.00		10. REQUISITIONING OFFICE Admin SK1 J. Smith 757-396-1111		REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))									
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED									
12. F.O.B. POINT Destination			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 6/15/04		16. DISCOUNT TERMS Fast Pay = N Net 30		
13. PLACE OF			a. INSPECTION Same as Block		b. ACCEPTANCE				
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)			
01	Commerce Business Daily Subscript  ALC 70 06 0000  Customer service: <a href="https://www.fincen.uscg.mil/secure/payment.htm">https://www.fincen.uscg.mil/secure/payment.htm</a>	01	EA	\$300.00	\$300.00				
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)			
21. MAIL INVOICE TO:									
a. NAME Commanding Officer (OPA)		SEE BILLING INSTRUCTIONS ON REVERSE				17(i) GRAND TOTAL			
b. STREET ADDRESS (or P.O. Box) 1430A Kristina Way									
c. CITY Chesapeake									d. STATE VA
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) J.J. Smith, CW04, USCG TITLE: CONTRACTING/ORDERING OFFICER					

Previous edition not usable

OPTIONAL FORM 347 (Rev. 6-95)  
Prescribed by GSA/FAR 48 CFR 53.213(e)

**Figure 12F-9 OF-347, Order for Supplies and Services**