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

<table>
<thead>
<tr>
<th>Document Type</th>
<th>FY Funded</th>
<th>Procurement Site</th>
<th>FY Contract Originated</th>
<th>Program Region</th>
<th>Program Element</th>
<th>Document Sequence</th>
<th>Document Suffix</th>
</tr>
</thead>
<tbody>
<tr>
<td>37</td>
<td>04</td>
<td>90</td>
<td>4</td>
<td>F</td>
<td>AB</td>
<td>001</td>
<td></td>
</tr>
</tbody>
</table>

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.


      (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:**

   ![Diagram of document flow process]

   **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:

<table>
<thead>
<tr>
<th>DOCUMENT ID</th>
<th>TRANS CODE</th>
<th>BATCH NUMBER</th>
<th>COST CENTER</th>
<th>OBJ CLASS</th>
<th>COMMIT</th>
<th>UNDELIVERED ORDERS</th>
<th>ACCRUED EXPEND</th>
<th>EXPEND</th>
</tr>
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<td>04025FHAA</td>
<td>12345</td>
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<td>0.00</td>
<td>208.00-</td>
<td>0.00</td>
<td>208.00</td>
</tr>
</tbody>
</table>

12. References: None.
ORDER FOR SUPPLIES AND SERVICES

1. DATE OF ORDER: 05/02/04
2. CONTRACT NO. (If any): 3704274PAB001
3. ORDER NO.: HSCG-27-04Y-PAB001
4. REQUISITION/REFERENCE NO.: 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
6. SHIP TO:
   a. NAME OF CONSIGNEE: Same as Block 5
   b. STREET ADDRESS: Same as Block 5
   c. CITY: Same as Block 5
   d. STATE: Same as Block 5
   f. SHIP VIA: Same as Block 5
7. To:
   a. NAME OF CONTRACTOR:
      Superintendent of Documents
   b. COMPANY NAME:
      Government Printing Office
   c. STREET ADDRESS:
   d. CITY: Same as Block 5
   e. STATE: Same as Block 5
   f. ZIP CODE: Same as Block 5
8. TYPE OF ORDER:
   X a. PURCHASE
   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.
   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.)
9. ACCOUNTING AND APPROPRIATION DATA:
   2/F/401/136/30/0/AB/12345/2664/300.00
   a. INSPECTION: Same as Block 5
   b. ACCEPTANCE: Same as Block 5
   10. REQUISITIONING OFFICE:
       Admin RML J. Smith 757-396-1111
11. BUSINESS CLASSIFICATION (Check appropriate box(es)):
    □ a. SMALL     □ b. OTHER THAN
    □ c. DISADVANTAGED     □ d. WOMEN-OWNED
12. F.O.B. POINT:
    a. Destination:
    13. PLACE OF:
        a. INSPECTION: Same as Block 5
        b. ACCEPTANCE: Same as Block 5
14. GOVERNMENT BILL NO:
15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date):
16. DISCOUNT TERMS:
17. SCHEDULE (See reverse for Rejections):
   a. ITEM NO. (2):
   b. SUPPLIES OR SERVICES:
   c. QUANTITY ORDERED:
   d. UNIT:
   e. UNIT PRICE:
   f. AMOUNT:

   01 Commerce Business Daily Subscript
   ALC 70 06 0000
   Customer service: https://www.finenc.uscg.mil/secure/payment.htm

   18. SHIPPING POINT:
   19. GROSS SHIPPING WEIGHT:
   20. INVOICE NO:
   21. MAIL INVOICE TO:
       a. NAME: Commanding Officer (OPA)
       b. STREET ADDRESS (or P.O. Box): 1410A Kristina Way
       c. CITY: Chesapeake
       d. STATE: VA
       e. ZIP CODE: 23327
   □ 17(b) TOT, (Cont. on reverse)
   □ 17(c) GRAND TOTAL
   □ $300.00

22. UNITED STATES OF AMERICA BY (Signature):

Previous edition not usable

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