CIRCULAR LETTER NO. 850

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

Page 2

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

GOO U.S. GOVERNMENT PRINTING OFFICE www.apolawell.Reoping.Apprication.co.cd.liwww.tdsea.apv *33 Nurth Capital Street, NV, Washington, 30 23401-0001

ADDRESS BOX

IPAC Summary

1192510A
15
27-NOV-2011
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GPO INVOICE NUMDER	LINE NO.	Jac.K#T NUMBER		REQUISITION NUMBER	PROGRAM NUMBER	ACCOUNT SYMDOL	LINE OF ACCOUNTING (LOA)	REPERENCE INFORMATION	QUANTITY	PRODUCTS AND SERVICES ⁴	PUSTAGE/ SHATING	SUBTOTAL
1102U18A	1	534356	20044	0-901000L			2102020.0000 0 22.2010 432017.00000 2400 GPO83405620044 4C38R4.023165 5227.00		42.0	\$126.85	\$100	\$226.65

Total IP/VC Charges for DRN 1182918A: \$226.86

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

The Publicks and Services annual may indicke Postage and Shipping

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

Fyou have questions pertaining to the above charges, submit your inquiry via email to ITACDIIIng@gpo.gov. You will receive an email instification confirming CPO's receipt of your inquiry. All inquiries must include the following information: GPU Invoice Number, and Print Order Number. Please include specific remarks, comments, or questions you may have regarding cook invoice. If you have questions for multiple inactions, field on the same IPAC Brannary Form 400, please fist each separately.

In accordance with Treasury Regulations (TFM Vol 1, Part E, Ch 4000, Sec 403b), picase contact GPU at the above small address to discuss any discrepancies prior to submitting a chargeback via IPAC.

Thank You far Your Business!

Page 1 of 9

GPO Form 400 (R 05/12) - IPAC Summary

Sample: Non-IPAC

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Invoice

ADRESS BOX

GPC Invoice Number:	1345014
Dele	07-14N-2012
Billing Address Code (BAC):	9999999

LMENO.	NIMATR	DRMT OSD/FR	REQUISITION MUMBER	NUMBER	LINE OF A COOUNTING (LOA)	REFERENCE	QUANTITY	PRODUCTS AND	POSTABE/ SHIPPING	SUBTOTAL
1	07135P	00000	744				500	31,209,00	30.00	\$1,209,00
Total Charges for Invoirse 1345014 \$										14 \$1,289 80

Total Invoice Charges for EAC 110100 \$1,283.80

GPC Form 400 (R.05/12) - Invoice	Page 1 of 1
Thank You for Your Business	
Please allow GPC to review and resolve discrepancies prior to adjusting total invoice amounts.	
If you have questions pertaining to the above charges, submit your inquiry via email to OPCDilling@gpo.gov. You will receive a must include the following information: GPO Invoice Number, Jacket Number, and Print Order Number. Flasse include spe	
If your order included press sheet inspections, postage, modifications, or other GPD services, this may not be the final bill for your	our order.
The Froducts and Services amount may include Postage and Shipping.	
Prompt settlement by check, payable to "The Public Fitnes", is required (44 USC 310). Mail check and one copy of this involve U.S. Grovenment Printing Office, Dishorking - Mail Stop FMAC, Room B-022, 732 North Capital Skeet, NW, Washington, DC 2 Payment can also be made by ACH. Hease submit your request for this process to <u>ach payments@aco.cov</u> .	
In accordance with Title 44, Section 310, the alone charges are schmitted for tein busement	

Sample: Federal Register IPAC Summary

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U.S. GOVERNMENT PRINTING OFFICE www.mee.avi Kozong America Informed | www.fdays.avi 222 Marth Capture Towart, www.starspiret. Of Jack Lands Federal Register IPAC Summary

10008	5.5	BOX	

Date. Appendy Location Code (ALC) Billing Address Code (BAC).	07-NOV-2011 00000000 999999

SPC IMMONOF NUMBEN	LME	VOLUME NUMBER		PARE NUMBER	TR BOC	JSSUE DATE	REDUIS/TION NUMBER	TREASURY ACCOUNT SWEBUL	LINE OF ACCOUNTS (\$ 134)	REFERENCE	COLUMN QUMNTITY	RATE CODEN	auntotai
1000291	-90	15	19/2				1-09/58/3				1	2	\$104.00
12			S - 0			500		7		Tetel		-	4480.00

Total IPAC Charges for DRN 1090281: \$108.00

Treasury Document Reference Number (DRN): 1000291

In accordance with Title 44, Section 1800, the above designs have been submitted to the ALC above via IPAC for reinforcement

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/idey/search/nemetation_and-office of the Velanaed Search/ link. There is a 'Help' link in the bottom right come: to assist you with the different search features. The search feature allows you to verify that your agency has received the service being invoiced.

¹⁸ Eccleral Register Publishing Rates: MS Wood (P) \$150holume; Comer: Conv (C) \$174kolume; Manusatipt (M) \$174kolume;

If you have quasitoris pertaining to the above charges, submit your inquiry via ernal to Hederal RegisterBling (2000, You will receive an ernal notification continuing OFO's receipt of your inquiry. All inquiries must include the following information. SPO Invoice Namber, Volume Number, and Issue Number. Please include specific remarks, comments, or questions you may have regarding cosh invoice. If you have questions for multiple invoices listed on the same IPAC Summary Form 400, please fish exch secondary.

In accordance with Treasury Regulations (TFM Vol 1, Part 6, Ch 4000, Sec 4005), please contact CFO at the above email address to discuss any discrepancies prior to submitting a chargeback via IPAC.

GHO Form 400 (R 09/12) - Federal Register IRAC

Thank You for Your Business!

Page 10 of 14

Sample: Federal Register Invoice



GPO: U.S. GOVERNMENT FRINTING OFFICE www.aps.aov I Keeping America Informed I www.fdsys.aov 202 North Capitol Street, HW, Washing an, DC See01-Coot

ADURESS BOX

Federal Register Invoice

GTC Invoice Number:	1017210
Dista	64-OCT-2011
Billing Address Code (BAC):	969696

LINE	VOLUME MUMBER		BEGINWUNG PARC NUNDER	ITR DOC.	IBBUE LM.15	REQUISITION NUMBER	LINE OF ACCOUNTING (LOA)	REFERENCE MICORMATION	COLUWN QUANINY	SATE CODEN	3UDTOTAL
1	/6	100	60637	2011 26236	30 SEP 11	1 20001			2	P.	\$318.00
2	16	18V	60444	2011-25003	24-SEP-11	1-00001	1		1	ч	\$150.00
3	76	188	00747	2011-24945	28-SFP-11	1-00001			1	P	\$1/29/00
4	76	187	59700	2011-24755	27-SEP-11	1-00001			1	P	\$1/29 00
5	70	180	59390	2011-24020	20-3FP-11	1-00001	3		2	P	\$318.00
6	16	186	60.537	2011 24300	26 SEP 11	1 00001			U	ч	\$1,431.00
1	76	185	60188	2011 24630	28 SEP 11	1 00001			2	ч	\$318.00

Total Charges for Invoice 1317210 \$2,002,00

In accordance with lide 44, Seation 1500, the above charges are submitted for reimbursement.

Prompt settement 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, Dishorsing - Meil Step FMAC, Brown B-022, 782 Nuclis Cepital Stevel, NW, Weshington, DC 20401.

Payment can also be made by AUH. Please submit your request for find process to ach payments (Gapa, pay

The item(s) alone were saturities by your agency to the Office of the Federal Register for publication by OPD. To view the item published, maxipate on the Internet to http://www.goo.gov/idsys/search/home.action and click on the 'Advanced Search' link. There is a Tielp' link in the bottom right corner to assist you with the different search features. The search features allows you to verify that your agency has received the service being involced.

¹⁰ Federal Register Publishing Rates: MS Word (P) \$158/column: Camera Copy (C) \$174/column: Manuscript (M) \$174/column.

It you have questions pertaining to the above charges, submit your inquiry via email to <u>Eacera HegistarBilling@goo.gov</u>. You will receive an email notheabon continuing GPO's receipt of your inquiry. All inquiries must induce the following information: GPO involves Number, Volume Number, and Issue Number. Placer include specific remarks, or questions you may have reparding this invoice.

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

GPC Form 400 (R 05/12) - Federal Register Institue

Thank You for Your Dusiness!

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Sample: Code of Federal Regulations IPAC **Summary**



U.S. GOVERNMENT PRINTING OFFICE eww.epu.see | Proping America Informed | www.fdsrs.gev 132 North Gapitol Street, NW, Washington, EG 30441-330

ADDRESS DOX

IFAC Cyce#:

Linte-Agency Location Code (ALC) Dilling Address Code (BAC):

Treasury Document Reference Number (DBN) 2000277 05 DZ NEW 2011 00000000 909090

IPAC Summary

GPO INVOICE NUMBER	LINE NO.	DECCRIPTION	JACKEI HUMBER	RPOUSIDON NUMBER	ACCOUNT SYNDOL	LINE OF ACCOUNTING (LOA)	REFERENCE MFORANTION	PAGE QUANTITY**	QUANTITY QUANTITY	PUELISINNO RATERIJ RIDER RATERI	SUBTOTAL
1327431	1	OFR TITLE 20	223063	1-00204/052913				0	51	\$12.49	\$12.49
1327431	2	CFR TITLE 20 PARTE 100 100	223003	1-00244/052284				0	3	312.49	857.47
182/462	1	CER HILLS 17 PARTS 200-239	223066	1 00106/06/006	ų.			0	1	\$7.95	\$7.46

Total IPAC Charges for DRN 2066277: \$57.41

Code of Federal Regulations

Iotal IPAC Charges for BAC 832001: \$317,481.02

In accordance with Title 44, Sector 1500, the above charges have been submitted to the ALC above its IPAC for reimbursement.

The iter (s) above were submitted by your agency to the Office of the Federal Register for publication by GPO. To view the item published, ravigate on the Internet to

http://www.app.cov/tdps/scaron/home.pologing and ollok on the Vidvanced Scaroh link. There is a 'Help' link in the bottom right corner to assist you with the different search testures. The search testure allows you to verify that your agency has received the service being involced.

⁹ Page Quantity includes enzyted at back binding, introductory pages, and Finding Auts that are shared by all agencies publishing in a particular C+R.

³⁾ Rider Cuantity is the number of copies ordered using the Rider Rate.
³⁾ Code of Federal Regulations Publishing Rate: \$05.00 per page.

*) Folder Hate is the marginal losst or all applies ordered nat including preliminary setup losss.

If you have questions pertaining to the above charges, submit your inquiry via email to OFOD ing@cco.gov. You will receive an email notification confirming OFO'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 guestions you may have regarding each invoice. If you have questions for multiple involces listed on the same IPAC Summary Form 400, please list each separately.

in aboordance with Treasury regulations (THM Vol 1, Part 6, Ch 400), Sec 403), picase contact GPO at the above email address to discuss any discrepancies prior to submitting a chargeback via IPAC.

GPC Form 400 (P. 05/12) - CFR IPAC Summary

Thank You for Your Business!

Page 2 of 2

Sample: Code of Federal Regulation Invoice



GIO, U.S. GOVERNMENT FRINTING OFFICE www.gou.govil.terping.termine.totoment.l.www.tataya.gov

785 Karth Capitel Breat, NW, Washington, 3C 10161 CC01

ADDRESS BOX

Code of Federal Regulations Invoice

GPO invoice Number.	1344450			
Date	05-JAN-2012			
Using Address Code (UAC):	FARAAF			

4.00C 900		ARCINET ARCHIEF	SHARE MUTCH	нис опаселнитик (гом	REFERENCE	PAGE United to the	QUANTTY	RATTIR/	BURTOTAL
1	CERTITE 28 PAR 05 8004 MD	255 1103	3-010231			0	1500	\$1.07	\$1,805.00
						56: \$1,605.00			

In accordance with Title 14, Section 1500, the above charges are submitted for reinfoursement

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, Diaborsing - Mail Stop FMAC, 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 beh payments groo gov.

The terms) store were submitted by your spency to the Office of the Pederal Megister for publication by OPO. To view the term published, navipate on the Internet to: <u>http://www.coc.oog/k/system.cl/ficme.scion</u> and click on the 'Advanced Search' link. There is a 'Help' link in the bottom right correct to assist you with the different search features. The search feature allows you to verify that your agency has neceived the service baing involced.

¹⁹ Dage Quantity includes chapter acticles plus a prototion of the book binding, introductory pages, and Finding Alds that are shared by all agencies publishing in a particular CFD.
 ¹⁹ Edger Quantity is the number of copies ordered using the Edger Cate.
 ¹⁹ Code of Federal Regulations Publishing Date: \$05.00 per page.

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¹⁹ Idder lights in the marginal cost of all copies ordered out including preliminary setup costs.

If you have questions pertaining to the above charges, is both your inquiry via email to <u>CCDD lipp@goo.pv</u>. You will perfect an email notification confirming CDD's receipt of your inquiry. All inquires must include the following information: CDO involve Number, Trile, Part, and Jacket Number. Please include specific remarks, comments, or questions you may have regarding this involve.

Please allow GPO to review and resolve disarrpanoles prior to adjusting total lowolce amounts

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