

# WideAreaWorkFlow

e-Business Suite



## FTP Guide - Appendix D Telecom Invoice

Version 5.9.1  
October 2016



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**Under:**  
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Project Name: Invoicing, Receipt, Acceptance and Property Transfer (iRAPT)

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## History Page

<i>Version</i>	<i>Date</i>	<i>Change Description</i>
5.4.0-1	08/28/12	CAMCG166 Removed all History prior to 5.4
5.4.0-2	10/04/12	ECP_0725 - FTP/EDI Guide Changes Line D: Field 2 added for 'Draft'
5.4.0-3	11/19/12	WIT Issue 2495 v5.4 SIT Line D: Updated samples for 'Draft' to D*VR^Y^ (Void & Replace with Draft) and D^Y^ (Draft).
5.4.0-4	12/4/12	CAMCG182 Updated attachment size from 2MB to 5MB under Line 26, last bullet.
5.4.0-5	12/7/12	WIT Issue 2501 v5.4 SIT Line D: Added additional "Draft" information to notes section
5.4.0-6	12/13/12	WIT Issue 2467 v5.4 SIT Line 1 Field 2: Updated Grant to Grant/Cooperative Agreement and added Non-Procurement Instruments to Description and Notes columns. Line 1B Field 1: Updated Grant to Grant/Cooperative Agreement and added L Non-Procurement Instruments to the list
5.4.0-7	1/10/13	WIT Issue 2501 v5.4 SIT Line D: Updated first line of additional "Draft" information under "Notes" from EDI to FTP:  When FTP submissions are identified as a "Draft", the system will process them inbound using the following minimal data set requirements
5.4.1-1	2/19/13	CAMCG196 Updated to Version 5.4.1, July 2013
5.4.1-2	02/25/13	ECP_0727 - FTP/EDI Guides Line 15 Field 1: Added MOCAS edit – 4N, 4N2A, 1A3AN, "NONE" or "NONE"NN
5.5.0-1	06/06/13	CAMCG211 Updated to Version 5.5.0, January 2014
5.5.0-2	06/17/13	ECP_0742 FTP/EDI Guides Line 15 Field 1: Updated One Pay to 4N or 4N2A and updated iRAPT Pay System Edit Notes for One Pay to 4N or 4N2A
5.5.0-3	07/11/13	WIT Issue 2771 v5.4 OAT 1 Updated CCR reference to SAM under General Instructions/Notes section/4 <sup>th</sup> bullet
5.6.0-1	01/07/14	WAWF-215 Updated to Version 5.6.0, August 2014
5.6.0-2	01/14/14	WAWF-210 Added "iRAPT only accepts X12 Unit of Measure Codes." to Notes section within General Instructions and to Line Number 18 Field 1.
5.6.0-3	01/17/14	WAWF-237 Added =SEPARATOR= to 1.61 END field and updated Notes to allow for multiple transactions.

5.6.0-4	04/06/14	WAWF-323 ECP0761 - FTP/EDI Guide Updates Line 15 Field 1: Added "The letters "I" and "O" may not be used within the Line Item Number."
5.6.0-5	03/18/14	WAWF-487 WIT Issue 3758 v5.6 FTP Guide - Appendix A - Line 16 All Stock Part Number references updated to Product/Service ID and Stock Part Number Type references to Product/Service ID Qualifier.
5.6.0-6	05/20/14	WAWF-1007 Updated Delivery Order Nos. to 0015 on header
5.6.0-7	07/08/14	WAWF-1283 Updated to Version 5.6.0, October 2014
5.6.0-8	08/19/14	WAWF-1449 Line 1 Field1: Added "Positions 10 through 13 may not be "0000"." to Contract Number edits for DoD FAR Contract. Line 1 Field 2: Added "Letters "I" and "O" are not allowed. The characters "A" and "P" are prohibited in the first position. "0000" is not an acceptable value." to Delivery Order edits for DoD FAR Contract.
5.7.0-1	10/22/14	WAWF-1760 Updated to Version 5.7.0, April 2015
5.7.0-2	11/04/14	WAWF-1556 ECP0731 - FTP/EDI Guide Updates Added Line 2D.
5.7.0-3	02/24/15	WAWF-1908 ECP0794 guide updates Line 1 Field 1: Updated description of DoD Contract (FAR), added Uniform PIID (FAR 4.16) Line 1 Field 2: Updated description of DoD Contract (FAR), added Uniform PIID (FAR 4.16) Added Line 1 Field 1 and Line 1 Field 2 Contract Number and Delivery Order Edits Line 1B Field 1: Added S Uniform PIID (FAR 4.16)
5.8.0-1	06/23/15	WAWF-2407 Updated to Version 5.8.0, November 2015
5.8.0-2	07/07/15	WAWF-2427 ECP0794 Line 1- Updated fiscal year in Line 1 Field 1 and Line 1 Field 2 Contract Number and Delivery Order Edits
5.8.0-3	08/26/15	DR 1274 Line 6- Field 3: Removed "If an Invoice Number is submitted in Field 1 and no value is submitted in this Field, then iRAPT will default the value to 'N'." Added samples for Final Invoice Indicator
5.9.0-1	12/29/15	WAWF-2762 Updated version to 5.9.0, updated deployment date to June 2016
5.9.0-2	02/07/16	WAWF-2885 Line Number 5- Field 3: MOCAS- Removed "Allows no more than 9 characters to the left

		<p>of the decimal and no more than 2 to the right of the decimal". Added "Not used".</p> <p>Field 4: Added MOCAS, "Not used".</p> <p>iRAPT Pay System Edits: MOCAS- Removed discount amount/discount date combination.</p>
5.9.0-3	02/12/16	<p>IRAPT-913</p> <p>General Instructions-</p> <p>Notes: Added the following-</p> <p>If an Invoice is submitted and identified as a possible duplicate, the log will include the following warning message: "Please verify that this document is not a duplicate of INVNO001." This validation will not prevent the document from being created. Invoices are identified as a possible duplicate when the following criteria is met:</p> <ul style="list-style-type: none"> <li>• Contract Number and Delivery Order Number match.</li> <li>• Request/Invoice/Voucher Number match, excluding the trailing alpha character.</li> <li>• Previously submitted document status is not void.</li> <li>• Invoices must have the same gross amount.</li> <li>• Period of Performance Dates, Service Start/End Dates, and Estimated Delivery Date match.</li> <li>• For each matching Line Item, the Quantity Shipped and Unit Price match.</li> </ul>
5.9.1-1	08/17/16	<p>WAWF-3303</p> <p>Updated contract number to SP4701-16-D-2001. Updated version to 5.9.1 and deployment date to October 2016.</p>

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## 1 General Instructions

The following pages represent the Invoicing, Receipt, Acceptance and Property Transfer (iRAPT) User Defined Format (UDF) for processing a Telecom Invoice Contractual and Non-Contractual. Please refer to other UDFs to process the following documents: Receiving Reports, Receiving Report – Pack/RFID Update, Cost Vouchers, Progress Pay, Performance Based Payments, and Commercial Item Financing.

**NOTES:** If using a word processor program (i.e. Microsoft Word, WordPerfect, Microsoft WordPad, Microsoft Write, etc.) to create FTP files, the text must first be cut or copied out of the word processor program then pasted into Microsoft Notepad, or another ASCII text editor and saved before sending the data to iRAPT. This converts the text to text-only format and removes control characters that contain formatting information.

When submitting an attachment for a document, you must submit the attachments first, then the document file(s). Each attachment may only be used for a single document. A single attachment may not be used for multiple documents. If this is necessary, then submit the attachment with a unique name for each document. To avoid potential errors, FTP files and attachments need to be sent to iRAPT in a binary format.

Call Detail information must be submitted to iRAPT as an attachment for SFTP Telecom transactions.

**WARNING: Invoicing, Receipt, Acceptance and Property Transfer (iRAPT) is designated for Sensitive Unclassified information ONLY. Do NOT upload classified attachments into iRAPT.**

iRAPT Website:

<https://wawf.eb.mil>

Website for detailed UID information:

<http://www.acq.osd.mil/dpap/pdi/uid/index.html>

Website for detailed RFID information:

<http://www.acq.osd.mil/log/rfid/index.htm>

Each UDF layout includes the following:

- |                    |  |
|--------------------|--|
| 1. Field           | Sequential number of the Field contained within the layout record. |
| 2. Description     | Description of information to be contained within the Field.       |
| 3. Min/Max         | Minimum/maximum character amounts included within the Field.       |
| 4. Telecom Invoice | Depicts whether the Field is:                                      |

- M** – Mandatory – Usage is required.  
**O** – Optional – Can be used or not used.  
**C** – Conditional – Contingent upon another criteria being met. (Field is not mandatory or optional, e.g. Extension Fields to Department of Defense Activity Address Codes (DoDAAC); use if a DoDAAC is present.)\_See Notes Column for specific instructions.  
**N/A** – Not Allowed

5. Notes            Contains notations of the Field's usage or restrictions within iRAPT.  
6. Type             Contains the data Field type, (i.e. Alpha/Numeric, Numeric, Date, etc.).

In addition, Fields to be included within iRAPT display the Field "Type" to depict the type of value to be included within the Field:

- **N**     Integer Numeric Field
- **R**     Decimal number. Where value includes decimal, iRAPT requires that decimal point and value be sent: iRAPT will **not** imply or assume decimal points.  
Examples:
  - 300 will be read into iRAPT as "300"
  - 3.00 will be read into iRAPT as "3"
  - 3.5 will be read into iRAPT at "3.5"
  - Decimal is included as part of Max Value – i.e. R8.2 = 11 characters
- **ID**    Identifier
- **AN**    Alphanumeric String
- **DT**    Date – All Date Fields use format CCYYMMDD

**Notes:**

- All Line Numbers, if used, must be followed by an asterisk ("\*") field separator. Each Field within the line must also be followed by a caret ("^") field separator unless it is the last Field in the Line Number that contains data.
- Special characters should not be sent to iRAPT via Secure FTP. If special characters are sent, iRAPT strips them out.
- For Lines not used within this guide, the Line Number heading displays "Skip this Line."
- Address information for valid Commercial and Government Entity (CAGE) Codes is downloaded from the System for Award Management (SAM) database.

- Address information for valid DoDAAC and Military Assistance Program Address Code (MAPAC) codes is downloaded from Defense Automatic Addressing System Center (DAASC) database.
- Referenced Microsoft Word documents are accessible via the iRAPT Website.
- The term DoDAAC is used within this guide to represent DoDAAC or MAPAC.
- In every location where the system is expecting a letter code or ID code, the letters must be capitalized. For example: Yes/No responses – the “Y” or “N” must be capitalized, Product/Service ID Qualifier Codes and Transportation Method/Type Codes must also be capitalized.
- All FTP files must have the following extension: .ftp or .FTP
- When appropriate, below the Line layout, there are list(s) of values for the Fields that have identifiers. The basic import file layout is the same for all document types. For this reason, Fields that are allowed by iRAPT, but that are not used for this document type are shaded.
- The word “must” in a Line Note implies that the Line is mandatory. The word “may” in a Line Note implies that this Line is Conditional based on the terms of the contract or the needs of the contractor.
- Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.
- The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
- The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
- If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
- For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.
- iRAPT only accepts X12 Unit of Measure Codes.
- If an Invoice is submitted and identified as a possible duplicate, the log will include the following warning message: “Please verify that this document is not a duplicate of INVNO001.” This validation will not prevent the document from being created. Invoices are identified as a possible duplicate when the following criteria is met:

- Contract Number and Delivery Order Number match.
- Request/Invoice/Voucher Number match, excluding the trailing alpha character.
- Previously submitted document status is not void.
- Invoices must have the same gross amount.
- Period of Performance Dates, Service Start/End Dates, and Estimated Delivery Date match.
- For each matching Line Item, the Quantity Shipped and Unit Price match.

**1.1 START (Label START)**

**NOTES:** There must be one instance of the START per import file.

START must be capitalized.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Form Counter	1/3	M	M	Number of transactions within the file.	N

*Sample:*

START\*10^

## 1.2 User Identification (Line Number A)

**NOTE:** There must be one instance of the User Identification per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	User ID	8/30	M	M	<p>iRAPT User ID: This User ID is for the individual responsible for submitting the document/transaction.</p> <p>It is a personal iRAPT User ID, for access via the Web.</p> <p>This is not the User ID provided to the person(s) authorized to actually submit the FTP files to the company's iRAPT FTP directory.</p> <p>The iRAPT User ID is case sensitive.</p>	AN

**Sample:**

A\*j1R52Ssh^

### 1.3 Form Type (Line Number B)

**NOTE:** There must be one instance of the Form Type per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Form Type	2/6	M	M	See list below – must be capitalized.	ID

***Samples:***

B\*TELC^

B\*TELN^

**Field 1 – Form Type**

TELC            Telecom Invoice Contractual

TELN            Telecom Invoice Non-Contractual

#### 1.4 Action Identifier (Line Number D)

**NOTE:** There may be one instance of the Action Identifier per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Action Identifier	1/2	○	○	To Void a Telecom Invoice, enter 'V' in Field 1.  To Void and Replace a Telecom Invoice enter 'VR' in Field 1	AN
2	Draft Indicator	1/1	○	○	Submit 'Y' to indicate this is a draft document. See additional notes below.	AN

#### *Samples:*

D\*V^ (Void)

D\*VR^ (Void and Replace)

D\*VR^Y^ (Void & Replace with Draft)

D\*^Y^ (Draft)

#### *Notes:*

- For Void or Void & Replace documents, the following Key data elements cannot be changed:
  - Contract Number, (Line 1, Field 1)
  - Delivery Order Number, (Line 1, Field 2)
  - Invoice Number, (Line 6, Field 1)
  - Shipment Number, (Line 2, Field 1) (Contractual Only)
- When submitting Void and Void & Replace transactions Pseudo PIIN for Non-contractual (See Line 1, Field 1, Pseudo PIIN generated by iRAPT) is Mandatory. Otherwise, it is not used.
- When FTP submissions are identified as a “Draft”, the system will process them inbound using the following minimal data set requirements:
  - Vendor CAGE
  - Contract Number Type (Defaults to DoD Contract (FAR) if not entered)
  - Contract Number

- Delivery Order Number
- Pay Official DoDAAC
- Document Type
- Routing DoDAACs depending on the document type and pay system
- Invoice/Shipment Number depending on the document type
- If any Line Item data is submitted, the Item No is mandatory

Once submitted as a “Draft”, all documents must be processed via the web interface using the current “Save and Continue” functionality. There will be no ability to “add to a document” via additional electronic submissions.

**1.5 Contract Information (Line Number 1)****NOTE:** There may be one instance of the Contract Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Contract Number  DoD Contract (FAR)  Uniform PIID (FAR 4.16)	1/19  13/13  13/17	M  M	N/A	Contract Number  No special characters allowed.  Non-Contractual: iRAPT will generate a Pseudo PIIN which will be displayed on the Contract Number Field on the Web.  If Contract Number Type is "DOD Contract (FAR)," please see notes below for Contract Number Edits.  If Contract Number Type is "Uniform PIID (FAR 4.16)," please see notes below for Contract Number Edits.  Use Line Number 1D to enter GSA Contract Number.	AN
2	Delivery Order Number  DoD Contract (FAR)  Uniform PIID (FAR 4.16)	0/19  0/13  13/17	C	N/A	Delivery Order, Call or Release Number  No special characters allowed.  When the selected Contract Number Type is "DoD Contract (FAR)," please see notes below for Delivery Order Edits.  When the selected Contract Number Type is "Uniform PIID (FAR 4.16)," please see notes below for Delivery Order Edits.	AN
3	Issue Date	8/8	O	N/A	CCYYMMDD  If the Issue Date is not provided, this data will be populated from EDA if the information is	DT

					available.	
4	Task Order	N/A	N/A	N/A	Not used.	N/A

***Samples:***

1\*DCA10008D0050^0040^20080923^^ (Contract & Delivery Order Number)

1\*N0038308C5544^^20081123^^ (Contract Number Only)

**Line 1 Field 1 and Line 1 Field 2 Contract Number and Delivery Order Edits****Contract Type is “DoD Contract (FAR)”; Fiscal Year 17 and later****Contract Number Edits:**

- No special characters allowed.
- Must be 13 characters in length.
- Contract cannot contain "O" or "I" at any position.
- First 6 positions must be a valid government DoDAAC.
- Positions 7 and 8 (FY parameter) must be numeric and greater than or equal to 17 and less than 66.
- Position 9 must be alpha.
- Position 9 may not be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.
- Position 10 through 13 in the Contract Number may not be “0000.”

**Delivery Order Number Edits:**

- No special characters allowed.
- Must be 13 characters in length.
- Delivery Order Number may not contain "O" or "I" at any position.
- First 6 positions must be valid government DoDAAC.
- Positions 7 and 8 (FY parameter) must be numeric and 17 or greater and less than 66.
- Position 9 must be F.
- Position 10 through 13 in the Delivery Order Number may not be “0000” (all zeroes).
- Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, M, P, or V.
- For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.

**Contract Type is “DoD Contract (FAR)”; Fiscal Year 16 and prior****Contract Number Edits:**

- No special characters allowed.
- Must be 13 characters in length.
- Contract cannot contain "O" or "I" at any position.

- First 6 positions must be a valid government DoDAAC.
- Positions 7 and 8 (FY parameter) must be numeric and less than 17 or greater than 65.
- Position 9 must be alpha.
- Position 9 cannot be - B, E, I, J, N, O, Q, R, T, U, or Y.
- Position 10 through 13 in the Contract Number may not be “0000.”

**Delivery Order Number Edits:**

- No special characters allowed.
- Must be 0, 4, or 13 characters in length.
- May not contain "O" or "I" at any position.
- For Acquisition, Delivery Order required when the ninth position of Contract Number is A, D or G.
- Delivery Order prohibited when ninth position of Contract Number is C, F, M, P, V, or W.
- If the Delivery Order is 4 characters, the following edits will be applied:
  - The characters “A” and “P” are prohibited in the first position of 4-character Delivery Order Number.
  - “0000” is not acceptable value.
- If the Delivery Order is 13 characters, the following edits will be applied:
  - First 6 positions must be valid government DoDAAC.
  - Positions 7 and 8 must be numeric.
  - Position 9 must be F.
  - Positions 10 through 13 cannot be all zeroes.

**Contract Type is “Uniform PIID (FAR 4.16)”****Contract Number Edits:**

- No special characters allowed.
- Must be 13 to 17 characters in length, inclusive.
- Contract cannot contain "O" or "I" at any position.
- First 6 positions must be a valid government FEDAAC.
- Positions 7 and 8 (FY parameter) must be numeric and 16 or greater.
- Position 9 must be alpha.
- Position 9 cannot be: B, E, I, J, O, Q, R, U, W, X, Y, or Z.
- Position 10 through the end of the Contract Number may not be all zeroes.

**Delivery Order Number Edits:**

- No special characters allowed.
- Must be 13 to 17 characters in length, inclusive.
- Delivery Order Number may not contain "O" or "I" at any position.
- First 6 positions must be a valid government FEDAAC.
- Positions 7 and 8 must be numeric and 16 (FY parameter) or greater.
- Position 9 must be F.
- Position 10 through the end of the Delivery Order Number may not be all zeroes.
- Delivery Order is prohibited when the 9<sup>th</sup> position of the Contract Number is C, F, H, P, or V.
- For Acquisition, Delivery Order is required when the 9<sup>th</sup> position of the Contract Number is A, D, or G.

## 1.6 Foreign Currency (Line Number 1A)

**NOTE:** There may be one instance of Line 1A per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Foreign Currency Code	3/3	○	○	Value must be capitalized. All foreign currency codes are alphabetic.  If not entered, the system will default to USD.	AN

### *Sample:*

1A\*USD^

### *Notes:*

- Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.
- The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
- The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
- If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
- For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.

**1.7 Contract Number Type (Line Number 1B)****NOTES:** There may be one instance of Line 1B per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Contract Number Type	1/1	O	N/A	Enter a Contract Number Type: A Cooperative Agreement B DoD Contract (FAR) C DoD Contract (Non FAR) D Grant/Cooperative Agreement E Intragovernmental F Intergovernmental G International Agreement I Non-DoD Contract (FAR) J Non-DoD Contract (Non FAR) K Other Agreement L Non-Procurement Instruments S Uniform PIID (FAR 4.16)  If the value is not provided, the transaction will be defaulted to a value of B - DoD Contract (FAR), and all associated edits for Contract Number and Delivery Order number structure associated with DOD Contract (FAR) will be applied to the inbound file and if not met the file will fail.	ID

**Sample:**

1B\*A^

**1.8 Reference Procurement Instrument Number (Line Number 1D)**

**NOTES:** There may be one instance of Line 1D per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Reference Procurement Number	1/19	O	N/A	GSA Contract Number	AN

*Sample:*

1D\*A3JF6182HDG34JA^

## 1.9 Shipment Information (Line Number 2)

**NOTE:** There may be one instance of the Shipment Information per transaction. If the Shipment Number is blank on the Telecom Invoice, the Invoice Number will be used as the Shipment Number. If this Shipment Date is blank on the Telecom Invoice, the Invoice Date will be used as the Shipment Date.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Shipment Number	2/22	O	O	The Shipment Number will be converted to uppercase.	AN
	MOCAS/DCMA Administered	7/8	O	N/A	Shipment Number must be 7 or 8 characters in the format of AAAXNNN and may have a "Z" in the 8th position.  Shipment Number must contain the prefix "SER", followed by 1 alphanumeric character, followed by 3 numeric characters.  If the Final Shipment Indicator is "Y", then the Shipment Number must be exactly 8 characters with the 8th character being a "Z".  If the Shipment Number is 8 characters and the 8th character is a "Z", then the Final Shipment Indicator must be set to "Y".	
2	Shipment Date	8/8	C	C	CCYYMMDD	DT
3	Estimated Shipment Date Indicator	N/A	N/A	N/A	Not used.	N/A
4	Final Shipment	N/A	N/A	N/A	Not used.	N/A

### *Sample:*

2\*SHIP001^20090803^^^

**1.10 Additional Emails (Line Number 2D)**

**NOTE:** This line is used to submit email addresses to which iRAPT will forward an additional workflow notice for the document.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Additional Emails	1/60	O	N/A	Multiple instances of this line are allowed.	AN

**Sample:**

2D\*john@gmail.com^

**1.11 Bill of Lading, TCN, & Transportation Method/Type Information (Line Number 4)  
– Skip this line**

**1.12 Document Level AAA, ACRN, SDN (Line Number 4A)**

**NOTES:** For Telecom Invoice Contractual this line is not used.

For Telecom Invoice Non-Contractual there may be one instance per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	AAA	6/6	N/A	O	Non-Contractual: Account Installation No. (AAA). AAA must be associated with the entered Pay Office. Not used for Contractual.	AN
2	ACRN	N/A	N/A	N/A	Accounting Classification Reference No. (ACRN). Not used.	N/A
3	SDN	N/A	N/A	N/A	Standard Document No. (SDN). Not used.	N/A

**Sample:**

4A\*068688^^^

### 1.13 Discount Information (Line Number 5)

**NOTES:** There may be one to five instances of the Discount Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Discount Percent	1/7	C	C	This Field must be blank if Discount Amount, Discount Date, or Net Days is entered.	R2.4
	IAPS-E, One Pay	1/5	C	C	Allows 2 positions to the right of the decimal point.	R2.2
	MOCAS	1/5	C	N/A	Allows 2 positions to the right of the decimal point.	R2.2
	CAPS-C/W	1/6	C	C	Allows 3 positions to the right of the decimal point.	R2.3
	Navy ERP	N/A	N/A	N/A	Not used.	N/A
2	Due Days	1/2	C	C	This Field is mandatory if the Discount Percent is entered. This Field must be blank if Discount Amount, Discount Date, or Net Days is entered.	N
3	Discount Amount	1/13	C	C	This Field must be blank if Discount Percent, Due Days, or Net Days is entered. This Field is affected by currency code. See notes below.	R10.2
	MOCAS	N/A	N/A	N/A	Not used. Not used.	N/A
	CAPS-C/W	N/A	N/A	N/A		N/A
	Navy ERP	1/13	C	N/A	Navy ERP has no more than 10 digits to the left of the decimal and no more than 2 to the right of the decimal.	R10.2
4	Discount Date	8/8	C	C	This Field is mandatory if the Discount Amount is entered. This Field must be blank if Discount Percent, Due Days, or Net Days is entered.	DT
	CAPS-C/W	N/A	N/A	N/A	Not used.	N/A
	MOCAS	N/A	N/A	N/A	Not used.	N/A
5	Discount Type	2/2	C	C	See list below. If data is entered in Fields 1 and 2, or 3 and 4, then Field 5 (if left blank) will default to the appropriate Discount Type ("22" or "08") based on data entered.	ID
6	Net Days	1/2	C	C	This Field is used to reflect the number of	N

	One Pay, CAPS-C/W or IAPS-E MOCAS		N/A	N/A	days at which the net amount is due. This Field must be blank if Discount Percent or Discount Amount is entered. Allow only one Net Days Discount. Not used.
--	--------------------------------------	--	-----	-----	--

***Samples:***

5\*^^^30^ (Net Days)

5\*2^20^^08^^ (Discount Percent/Due Days)

5\*^^100^20081108^22^^ (Discount Amount/Discount Date)

**Field 3 – Discount Amount**

- Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.
- The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
- The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.
- If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
- For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.

**Field 5 – Discount Type**

08 Basic Discount (Field 1 = discount percent, Field 2 = number of days and Field 5 = 08)

22 Cash Discount (Field 3 = discount amount, Field 4 = date and Field 5 = 22)

**iRAPT Pay System Edits**

- **MOCAS:** Allows for one discount of a Discount Percent/Due Days combination.
- **One Pay:** Allows for either one Discount Amount/Discount Date combination or up to two Discount Percent/Due Days combinations. Allows for a Net Days instance.
- **CAPS-C/W:** Allows for up to three combinations of Discount Percent/Due Days Allows for Net Days instance.
- **IAPS-E:** Allows for a Discount Percent/Due Days combination, a Discount Amount/Discount Date combination, or a Net Days. Only one discount combination is allowed.
- **Navy ERP:** Allows up to five instances of Discount Percent/Due Days or Discount Amount/Discount Date or Net Days. Only one instance of Net days is allowed.

**1.14 Invoice Information (Line Number 6)**

**NOTE:** There must be one instance of the Invoice Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Invoice Number	1/22	M	M	The Invoice Number will be converted to uppercase.	AN
	MOCAS	1/8	M	N/A		
2	Invoice Date	8/8	M	M	If the Invoice Number is entered then this Field is mandatory.	DT
3	Final Bill	1/1	C	C	Identifies if the Invoice is a Final Bill. Enter a capitalized "Y" for Yes or "N" for No.  This Field is used only if an Invoice Number is submitted in Field 1.	ID
4	Vendor's Invoice Number	N/A	N/A	N/A	Not used.	N/A

**Sample:**

6\*INV0001^20080803^Y^^ (Final)

6\*INV0001^20080803^N^^ (Not Final)

**1.15 Construction Invoice Indicator & Period of Performance (Line Number 7) – Skip this Line**

**1.16 Inspection & Acceptance Points (Line Number 8) – Skip this Line**

**1.17 Prime Contractor (Line Number 9)**

**NOTE:** There must be one instance of the Prime Contractor Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Prime Contractor CAGE/DUNS/ DUNS+4	5/13	M	M		AN
2	Extension	1/6	C	C	This Field should only be used when the value has been registered in iRAPT by the prime contractor.	AN

***Samples:***

9\*67580^^

9\*67580^DET^

**1.18 Prime Contractor Address Information (Line Number 9A)**

**NOTE:** There may be one instance of the Prime Contractor Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Prime Contractor Activity	1/60	C	C		AN
2	Prime Contractor Activity	1/60	O	O		AN
3	Prime Contractor Activity	1/60	O	O		AN
4	Prime Contractor Address	1/55	C	C		AN
5	Prime Contractor Address	1/55	O	O		AN
6	Prime Contractor Address	1/55	O	O		AN
7	Prime Contractor Address	1/55	O	O		AN
8	Prime Contractor City	2/30	C	C		AN
9	Prime Contractor State/Province	2/2	C	C		AN
10	Prime Contractor ZIP Code	1/15	C	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Prime Contractor Country Code	2/2	C	C		AN
12	Military Qualifier	2/2	C	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

***Samples:***

U.S. Address

9A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

9A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

U.S. Military Address

9A\*51st Activity Company^^^Camp David^^^^^33043-0525^^AR^FPO AA^

***Notes:***

- If any Address information is entered, then the full name of the Prime Contractor and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.19 Administration DoDAAC (Line Number 10)**

**NOTE:** There may be one instance of the Administration Office DoDAAC Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Administration DoDAAC	6/6	O	O	Contractual: If the Admin By DoDAAC is not provided, this Field will be populated from EDA if the information is available.  Non-Contractual: If Admin By DoDAAC is not provided, this Field will default to the Ship To DoDAAC.	AN

**Sample:**

10\*HM1231^

**Notes:**

- For MOCAS, if the Admin DoDAAC begins with “S” and ends with “A”, then it must be a DCMA DoDAAC.
- For DCMA Admin, Non-Contractual Telecom Invoices are not allowed.

**1.20 Administration Address Information (Line Number 10A)**

**NOTE:** There may be one instance of the Administration Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Administration Activity	1/60	C	C		AN
2	Administration Activity	1/60	O	O		AN
3	Administration Activity	1/60	O	O		AN
4	Administration Address	1/55	C	C		AN
5	Administration Address	1/55	O	O		AN
6	Administration Address	1/55	O	O		AN
7	Administration Address	1/55	O	O		AN
8	Administration City	2/30	C	C		AN
9	Administration State/Province	2/2	C	C		AN
10	Administration ZIP Code	1/15	C	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Administration Country Code	2/2	C	C		AN
12	Military Qualifier	2/2	C	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

***Samples:***

U.S. Address

10A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

10A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

U.S. Military Address

10A\*51st Activity Company^^^Camp David^^^33043-0525^^AR^FPO AA^

*Notes:*

- If any Address information is entered, then the full name of the Administration Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.21 Inspect By DoDAAC (Line Number 10B)**

**NOTES:** There may be one instance of the Inspect By DoDAAC Information per transaction for Telecom Invoice. If not entered, the Inspect By DoDAAC will populate to what was entered for the Ship To DoDAAC.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Inspect by DoDAAC	6/6	O	O		AN
2	Inspect by Extension	1/6	C	C	If Inspect By DoDAAC was not entered, then this Field must be left blank.  If Inspect By DoDAAC is entered, then this Field is optional.	AN

**Sample:**

10B\*S0512A^^

## 1.22 Inspect By Address Information (Line Number 10C)

**NOTES:** There may be one instance of the Inspect By Address Information per transaction.

This Line can only be used if an Inspect By DoDAAC Line Number 10B, Field 1 is entered.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Inspect By Activity	1/60	C	C		AN
2	Inspect By Activity	1/60	O	O		AN
3	Inspect By Activity	1/60	O	O		AN
4	Inspect By Address	1/55	C	C		AN
5	Inspect By Address	1/55	O	O		AN
6	Inspect By Address	1/55	O	O		AN
7	Inspect By Address	1/55	O	O		AN
8	Inspect By City	2/30	C	C		AN
9	Inspect By State/Province	2/2	C	C		AN
10	Inspect By ZIP Code	1/15	C	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Inspect By Country Code	2/2	C	C		AN
12	Military Qualifier	2/2	C	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

### *Samples:*

U.S. Address

10C\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

10C\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

**U.S. Military Address**

10C\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

**Notes:**

- If any Address information is entered, then the full name of the Inspect By Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.23 Ship From CAGE / DoDAAC and FOB (Line Number 11) – Skip this Line**

**1.24 Ship From Address Information (Line Number 11A) – Skip This Line**

**1.25 Payment Office DoDAAC (Line Number 12)**

**NOTE:** There must be one instance of the Payment Office DoDAAC Information per transaction. For Payment Office DoDAAC list, please refer to iRAPT Website (Click: Display Pay DoDAACs Table) for DFAS Specific Payment System Information.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Payment Office DoDAAC	6/6	M	M	EBS and Standard Pay DoDAACs are prohibited.  MOCAS and Navy ERP DoDAACs are prohibited for Non-Contractual Invoices.	AN

**Sample:**

12\*HQ0347^

**Notes:**

- CAPS-C, CAPS-W, IAPS-E, MOCAS, NAVY ERP and One Pay are valid for Contractual Invoices.
- CAPS-C, CAPS-W, IAPS-E and One Pay are valid Payment Offices for Non-Contractual Invoices.

**1.26 Payment Office Address Information (Line Number 12A)**

**NOTE:** There may be one instance of the Payment Office Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Payment Office Activity	1/60	C	C		AN
2	Payment Office Activity	1/60	O	O		AN
3	Payment Office Activity	1/60	O	O		AN
4	Payment Office Address	1/55	C	C		AN
5	Payment Office Address	1/55	O	O		AN
6	Payment Office Address	1/55	O	O		AN
7	Payment Office Address	1/55	O	O		AN
8	Payment Office City	2/30	C	C		AN
9	Payment Office State/Province	2/2	C	C		AN
10	Payment Office ZIP Code	1/15	C	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Payment Office Country Code	2/2	C	C		AN
12	Military Qualifier	2/2	C	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

***Samples:***

U.S. Address

12A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

12A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

U.S. Military Address

12A\*51st Activity Company^^^Camp David^^^33043-0525^^AR^FPO AA^

*Notes:*

- If any Address information is entered, then the full name of the Payment Office Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.27 Ship To DoDAAC Or Acceptor DoDAAC (Line Number 13)**

**NOTES:** There must be one instance of the Ship To DoDAAC Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Acceptor DoDAAC	6/6	M	M	DSS and Navy ERP Ship To DoDAACs are not allowed.	AN
2	Ship To Extension	1/6	O	O		AN

**Sample:**

13\*HM1236^13342^

## 1.28 Ship To or Acceptor Address Information (Line Number 13A)

**NOTE:** There may be one instance of the Ship To or Acceptor Address Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Ship To Activity	1/60	C	C		AN
2	Ship To Activity	1/60	O	O		AN
3	Ship To Activity	1/60	O	O		AN
4	Ship To Address	1/55	C	C		AN
5	Ship To Address	1/55	O	O		AN
6	Ship To Address	1/55	O	O		AN
7	Ship To Address	1/55	O	O		AN
8	Ship To City	2/30	C	C		AN
9	Ship To State/Province	2/2	C	C		AN
10	Ship To ZIP Code	1/15	C	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Ship To Country Code	2/2	C	C		AN
12	Military Qualifier	2/2	C	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

### *Samples:*

U.S. Address

13A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

13A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

U.S. Military Address

13A\*51st Activity Company^^^Camp David^^^^^33043-0525^^AR^FPO AA^

***Notes:***

- If any Address information is entered, then the full name of the Ship to Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.29 Local Processing Office DoDAAC (Line Number 13B)**

**NOTES:** For Telecom Invoice Contractual and Non-Contractual, there may be one instance of the Local Processing Office DoDAAC Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Local Processing Office DoDAAC	6/6	O	O	Non-Contractual: The system will allow entry of a Local Processing Official.	AN
	MOCAS	N/A	N/A	N/A	Not Used.	
2	Local Processing Office Extension	1/6	C	C	If Local Processing Office DoDAAC was not entered, then this Field must be left blank.  If Local Processing Office DoDAAC is entered, then this Field is optional.	AN

**Sample:**

13B\*N00406^^

**1.30 Local Processing Office Address Information (Line Number 13C)**

**NOTE:** There may be one instance of the Local Processing Office Address Information per transaction. The following Fields must be blank if Local Processing Office DoDAAC Line Number 13B, Field 1, is not entered.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Local Processing Office Activity	1/60	C	C		AN
2	Local Processing Office Activity	1/60	O	O		AN
3	Local Processing Office Activity	1/60	O	O		AN
4	Local Processing Office Address	1/55	C	C		AN
5	Local Processing Office Address	1/55	O	O		AN
6	Local Processing Office Address	1/55	O	O		AN
7	Local Processing Office Address	1/55	O	O		AN
8	Local Processing Office City	2/30	C	C		AN
9	Local Processing Office State/Province	2/2	C	C		AN
10	Local Processing Office ZIP Code	1/15	C	C	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Local Processing Office Country Code	2/2	C	C		AN
12	Military Qualifier	2/2	C	C	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	C	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

***Samples:***

U.S. Address

13C\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

13C\*FCC Company^^^123 Main St^^^^Bedford^NS^B4B 1G9^CN^^^

U.S. Military Address

13C\*51st Activity Company^^^Camp David^^^^^^33043-0525^^AR^FPO AA^

**Notes:**

- If any Address information is entered, then the full name of the LPO Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.31 Mark For Delivery DoDAAC (Line Number 14) – Skip this line**

**1.32 Mark For Delivery Address Information (Line Number 14A) – Skip This Line**

**1.33 Mark For Delivery Comments (Line Number 14B) – Skip This Line**

**1.34 Mark For Delivery Secondary Comments (Line Number 14C) – Skip This Line**

### 1.35 Line Item Information (Line Number 15)

LOOP ID: Line Number - 15

**NOTES:** There must be one instance of Line Item Information. Up to 999 instances may be used per transaction.

Line Item Total monetary value of all Loops cannot exceed 10 billion. The total amount for each Line Item is determined by multiplying the Quantity Shipped by the Unit Price.

Call Detail information must be submitted to iRAPT as an attachment for SFTP Telecom transactions.

Miscellaneous Fees, Allowances and Taxes are not allowed for Non-contractual Telecom Invoices.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	<b>Line Item – Type 1</b>	4/6	M	M	This Field may contain a CLIN/SLIN/ELIN.  If a CLIN/SLIN/ELIN is sent in lowercase characters, they will be converted to uppercase.  The letters "I" and "O" may not be used within the Line Item Number.	AN/ID
	IAPS-E, CAPS-C/W	4 or 6	M	M	4 AN or 6 AN Note: 4 AN is only allowed for Non-contractual Telecom Invoices (TELN).	
	MOCAS	4 or 6	M	N/A	4N, 4N2A, 1A3AN, "NONE" or "NONE"NN	
	One Pay	4 or 6	M	M	4 N or 4 N PLUS 2 A (only CLIN/SLIN allowed) Note: 4 N is only allowed for Non-contractual Telecom Invoices (TELN).	
	Navy ERP	4 or 6	M	N/A	CLIN (4N), SLIN (4N + 2AN) or ELIN (1A + 3AN)	
	<b>Line Item – Type 2, 3</b>	4/4	O	N/A	This Field may contain a Miscellaneous Fee/Charge/ Allowance. Miscellaneous Fees are at the document, not subordinate to the individual Line Items. See list below for Fee/ Charge/Allowance Codes.	
	<b>Line Item – Type 4</b>	C	O	N/A	This Field may contain a Tax Code. Taxes are at the	

					document, not subordinate to the individual Line Items. See list below for Tax Codes.	
2	Line Item Type	1/1	M	M	See list below	ID
3	GFE/P	N/A	N/A	N/A	Not used.	N/A

***Samples:***

15\*0001^1^^ (CLIN)

15\*0001AA^1^^ (SLIN)

15\*A001^1^^ (ELIN)

15\*F460^2^^ (Miscellaneous Fee)

**Field 1 – Types/Codes****Field 1 – Fees / Charges**

B050 Certification

B570 Container Deposits

B660 Continuous Mileage

C040 Delivery

D340 Goods &amp; Services

D900 Installation

D980 Insurance

F110 Overrun Charge

F155 Packaging

F460 Postage

F650 Preparation

F920 Quantity Surcharge

I260 Transportation Direct Billing

F050 Other (see description)

F680 Price Deviation

F690 Prior Balance

**Field 1 – Allowances**

B560 Container Allowance

B950 Damaged Merchandise

C310 Discount

D350 Goods &amp; Services Credit

F810 Promotional Discount

F910 Quantity Discount

I170 Trade Discount

I180 Trade In

F050 Other (see description)

F680 Price Deviation

F690 Prior Balance

**Field 1 – Taxes**

CA City Tax

F1 FICA Tax

FD Federal Tax

FI Fed Income Tax Withholding

FT Federal Excise Tax

GR Gross Receipts Tax

LO Local Tax (Not Sales Tax)

LS State &amp; Local Sales Tax

SA State Fuel Tax

SE State Excise Tax

**Field 2 – Line Item Types**

1	CLIN/SLIN/ELIN
2	Fee / Charge
3	Allowance
4	Tax

**iRAPT Pay System Edit Notes:****MOCAS:**

- CLIN/SLIN/ELIN is Mandatory per Line Item.
- CLIN/SLIN/ELIN must be 4 alphanumeric or 6 alphanumeric characters.
- Only one Miscellaneous Fee can be included on a document: only F460 or I260 is allowed.
- Taxes and allowances are not allowed.

**One Pay:**

- CLIN/SLIN is Mandatory per Line Item.
- CLIN/SLIN must be 4 numeric or 4 numeric and 2 alpha characters.
- CLIN/SLIN must be 4 numeric characters for Non-contractual Telecom Invoices.
- Miscellaneous Fees – While all Miscellaneous Fees are allowed, Direct Transportation Charges are conditioned on the following:

For Direct Transportation Charges (Miscellaneous Fees Code I260), Line 16A (Description) is mandatory. The Vendor must submit the amount as CLIN 9999, with line item type of 1, quantity of 1, unit of measure of EA, and Unit Price of the amount they are claiming.

- Miscellaneous Allowances – All Allowances allowed.
- A combined total of 3 Miscellaneous Fees and Allowances will be allowed.
- Taxes – All Taxes allowed, however, only a total of 3 taxes will be allowed.
- Miscellaneous Fees, Allowances and Taxes are not allowed on Non-Contractual Telecom Invoices

**CAPS-C/W:**

- CLIN/SLIN/ELIN is Mandatory per Line Item.
- CLIN/SLIN/ELIN must be 4 alphanumeric or 6 alphanumeric
- CLIN/SLIN/ELIN must be 4 alphanumeric characters for Non-contractual Telecom Invoices.
- Miscellaneous Fees – Only valid value is I260.
- Miscellaneous Allowances & Taxes are allowed.
- Miscellaneous Fees, Allowances and Taxes are not allowed on Non-Contractual Telecom Invoices.

**IAPS-E:**

- CLIN/SLIN must be 4 alphanumeric or 6 alphanumeric.
- CLIN/SLIN/ELIN must be 4 alphanumeric characters for Non-contractual Telecom Invoices.
- Miscellaneous Fees – only values allowed are: B050, B570, B660, C040, D340, D900, D980, F050, F110, F155, F460, F650, F680, F920, and I260.
- Miscellaneous Allowances – only values allowed are: B560, B950, C310, D350, F050, F680, F810, F910, I170, and I180.
- Each value may be entered only once per document. A maximum of 25 Miscellaneous Fees and Miscellaneous Allowances combined will be allowed per document.
- Miscellaneous Taxes – All taxes are allowed. Each value may be entered only once per document.
- Miscellaneous Fees, Allowances and Taxes are not allowed on Non-Contractual Telecom Invoices.

**1.36 Long Line of Accounting Data – Line Level (Line Number 15A) – Skip This Line**

**1.37 Purchase Request Number (Line Number 15F)**

**NOTES:** There may one instance of this line per line item loop.

<i>Field</i>	<i>Description</i>	<i>Min/M ax</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Purchase Request Number	1/30	O	N/A		AN

***Sample:***

15F\*PRN0001^

**1.38 Product/Service ID Information (Line Number 16) – Skip this Line**

**1.39 Line Item Description (Line Number 16A)**

LOOP ID: Line Number - 15

**NOTES:** There may be one to 25 instances of the Line Item Description per Line Item Loop.

If Line Item Descriptions exceed 25 instances, additional data may be provided via an attachment (Lines 25/26).

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Description	1/75	C	C	<p>If the Line Item Type in Line Number 15, Field 2, is "1" then this Field is mandatory.</p> <p>If the Line Item Type in Line Number 15, Field 2 is not "1", this Field is optional.</p> <p>If the Line Item Type in Line Number 15, Field 2 is not "1" and this Field is not entered, it will default to the Description of the Fee/ Allowance/Tax. See Line 15.</p>	AN

**Sample:**

16A \*pound claw hammer-rubber grip^

**1.40 ACRN, SDN, & Line Level AAA (Line Number 16B)**

LOOP ID: Line Number - 15

**NOTES:** There may be one instance of the ACRN and SDN per Line Item Loop.

If the Line Item Type in Line Number 15, Field 2 is "1" this Line is optional.

If the Line Item Type in Line Number 15, Field 2, is not "1" then skip this Line.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	ACRN  One Pay	2/2	O	O	The ACRN is converted to uppercase.  Contractual – Line Item value must be greater than zero to submit a Line level ACRN for One Pay.	AN
2	SDN  One Pay	1/30  13/15	O  O	O  O	The SDN is not converted to uppercase.  Standard Document Number (SDN) must be 13, 14, or 15 alphanumeric characters for One Pay when AAI is not found in the DOD AAI table.  Standard Document Number (SDN) must be 9, 13, 14 or 15 alphanumeric characters for One Pay when AAI is found in the DOD AAI table.	AN
3	AAA	6/6	O	N/A	Not used for Non-Contractual as only one AAA is permitted per document.	AN

**Samples:**

16B\*AA^V44890721BP08^067443^

16B\*AA^V44890721BP08^^

**1.41 MILSTRIP Information (Line Number 16C) – Skip this Line**

**1.42 Unique Identifier Header Info (UID) (Line Number 16D) – Skip this Line**

**1.43 Unique Identifier Description Info (UID) (Line Number 16E) – Skip this Line**

**1.44 Unique Identifier Detail Info (UID) (Line Number 16F) – Skip this Line**

**1.45 Multiple ACRNs & Price Information (Line Number 16G) – Skip this line.**

**1.46 Chargeable Fiscal Year (Line Number 16H),**

**NOTES:** There may be one instance of Chargeable Fiscal Year per Line Item Loop.

For Telecom Invoice Contractual this Line is not used.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Fiscal Year	4/4	N/A	O	CCYY Only used for Non-Contractual.	N

***Sample:***

16H\*2008^

**1.47 Long Line of Accounting Data – ACRN Level (Line Number 16I) – Skip this Line**

**1.48 Reference Shipment Numbers & Amounts – ACRN Level (Line Number 16J) – Skip This Line**

**1.49 Transportation Indicator (Line Number 16K) – Skip This Line**

**1.50 Quantity Shipped/Invoice or Provided Information (Line Number 17)**

LOOP ID: Line Number - 15

**NOTE:** There may be one instance of the Quantity Invoice per Line Item Loop.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Quantity Shipped/Invoice or Provided Information	1/11	C	C	If the Line Item Type, Line Number 15, Field 2, is "1," then this Field is mandatory. If Line Number 18, Field 1 is "M4", then this Field becomes optional instead and if not included, will default to "1".  If the Line Item Type Line Number 15, Field 2, is not "1," then this Field is N/A.  Number allows 8 before the decimal and 2 after (R8.2).	R8.2
	MOCAS	1/8	C	N/A	No decimals allowed.  If DSS or DMLSS Ship To, Quantity must be a whole number with maximum field size of 10.	N
2	Ship Advice Code	N/A	N/A	N/A	Not Used.	N/A
3	Actual Quantity	N/A	N/A	N/A	Not used	N/A

**Sample:**

17\*12^^^

**1.51 Unit of Measure Code (Line Number 18)**

LOOP ID: Line Number - 15

**NOTES:** There may be one instance of the Unit of Measure Code per Line Item Loop.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Unit of Measure Code	2/2	C	C	<p>If the Line Item Type in Line Number 15, Field 2 is "1," then this Field is mandatory.</p> <p>If the Line Item Type in Line Number 15, Field 2 is not "1," then this Field is "N/A".</p> <p>iRAPT only accepts X12 Unit of Measure Codes. Refer to the iRAPT website under the Lookup dropdown for the Units of Measure Table.</p> <p>If a Unit of Measure code is entered, then it must be capitalized.</p> <p>Non-Contractual: If Unit Of Measure is "M4", the system will require the Quantity Invoiced to be "1".</p>	AN

**Sample:**

18\*EA^

**1.52 Unit Price / Amount (Line Number 19)**

LOOP ID: Line Number - 15

**NOTE:** There must be one instance of the Unit Price/Amount per Line Item Loop.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Unit Price	1/16	M	M	If the Line Item Type Line Number 15, Field 2, is "1", then this is the Unit Price.  If the Line Item Type Line Number 15, Field 2, is "2", "3", or "4", then this is the amount of the Fee, Allowance, or Tax then the Field size is 9.2. Fees, Allowances and Taxes are affected by currency code. See notes below.	R9.6
	MOCAS, One Pay	1/15			For Unit Price allows up to 5 positions to the right of the decimal point. See Notes for Line 15 for dollar limits on Fees/Allowances/Taxes.	R9.5

**Sample:**

19\*123.23^

**Notes:**

The sum of all the Line Item totals cannot exceed the threshold value currently set in the system properties table.

**Field 1 – Fees, Allowances and Taxes**

- Minimum/Maximum allowable field sizes for all monetary fields other than Unit Price will be affected when using foreign currencies.
- The system will pad zeroes to right of the decimal point up to the number of digits allowed for a Currency Code.
- The system will drop zeroes to the right of the decimal point if they exceed the number of digits allowed for a Currency Code.

- If a non-zero number is given to the right of the maximum number of allowable decimal places as specified by the Currency Code, an error will be given.
- For currencies that allow more than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will be decreased to accommodate the extra digits allowed past the decimal. For instance, a monetary field that allows a maximum field size of 8.2 would allow a maximum field size of 7.3 when using a foreign currency that allows 3 decimal positions.
- For currencies that allow less than 2 positions to the right of the decimal, the number of digits that may be entered left of the decimal point will remain unchanged.

**1.53 Issue By DoDAAC (Line Number 20)**

**NOTE:** There may be one instance of the Issue By DoDAAC Information per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Issue By DoDAAC	6/6	O	N/A	If the Issue By DoDAAC is not provided, this Field will be populated from EDA if the information is available.	AN

***Sample:***

20\*N00383^

### 1.54 Issue By Address Information (Line Number 20A)

**NOTE:** There may be one instance of the Issue By Address Information per transaction. The following Fields must be blank if Issue By DoDAAC Line Number 20, Field 1, is not entered.

<i>Field</i>	<i>Description</i>	<i>Min/Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Issue By Activity	1/60	C	N/A		AN
2	Issue By Activity	1/60	O	N/A		AN
3	Issue By Activity	1/60	O	N/A		AN
4	Issue By Address	1/55	C	N/A		AN
5	Issue By Address	1/55	O	N/A		AN
6	Issue By Address	1/55	O	N/A		AN
7	Issue By Address	1/55	O	N/A		AN
8	Issue By City	2/30	C	N/A		AN
9	Issue By State/Province	2/2	C	N/A		AN
10	Issue By ZIP Code	1/15	C	N/A	If Address is an APO or FPO, then cite the APO or FPO ZIP Code in this Field.	AN
11	Issue By Country Code	2/2	C	N/A		AN
12	Military Qualifier	2/2	C	N/A	Enter "AR" for Armed Service Location Designator (For APO/FPO). "AR" must be capitalized.	AN
13	Military Location	2/6	C	N/A	Enter APO/FPO and 2 letter code (i.e. AA, AE, or AP) AA Miami AE New York AP San Francisco "AA," "AE," "AP" must be capitalized. Example: FPO AP, APO AE	AN

#### **Samples:**

U.S. Address

20A\*ABC COMPANY^^^123 Main St^^^Orlando^FL^32043^^^

Non-U.S. Address

20A\*FCC Company^^^123 Main St^^^Bedford^NS^B4B 1G9^CN^^^

U.S. Military Address

20A\*51st Activity Company^^^Camp David^^^33043-0525^^AR^FPO AA^

***Notes:***

- If any Address information is entered, then the full name of the Issue By Activity and Address must also be provided.
- For U.S. Addresses, Fields 1, 4, 8, 9, and 10 are the minimum required to complete the Address. Other Fields are optional.
- For Non-U.S. Addresses, Fields 1, 4, 8, 9, 10, and 11 are the minimum required to complete the Address. Other Fields are optional.
- For U.S. Military Addresses, Fields 1, 4, 10, 12, and 13 are the minimum required to complete the Address. Other Fields are optional.
- If a non-US address does not have a value for Field 9 (State or Province), use NA (not applicable).

**1.55 Weight Information (Line Number 21) – Skip this Line**

**1.56 ARP, COC, & Construction Certificate Information (Line Number 21A) – Skip this Line**

**1.57 Delivery Date (Line Number 22) – Skip this Line**

**1.58 Comments (Line Number 23)**

**NOTES:** There may be one to 25 instances of the Comments per transaction if there is not a final Invoice against the Contract Number and Delivery Order.

There must be one to 25 instances of the Comments per transaction if there is a previously submitted Final Bill against the Contract Number and Delivery Order.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Initiator Comments	1/75	C	O		AN

**Sample:**

23\*This is a comment for the whole document^

**1.59 Accounting Data – Form Level (Line Number 24) – Skip this Line**

**1.60 Attachment Indicator (Line Number 25)**

**NOTE:** There must be one instance of the Attachment Indicator per transaction.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Attachment Indicator	1/1	M	M	Enter a capitalized "Y" for Yes or "N" for No.	ID

*Sample:*

25\*Y^

**1.61 Attachment Files (Line Number 26)**

**NOTES:** There may be multiple instances of the Attachment Files per transaction.

When attachments are included with documents submitted via SFTP, if document submission fails in iRAPT, the attachment must be resubmitted at the same time the document is resubmitted.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Attachment Files	1/100	C	C	<p>If the Attachment in Line Number 25, Field 1, is "Y," then this Field is mandatory.</p> <p>This Field will contain the name of the file to be attached to the document.</p> <p>File names must be unique. If a file name is sent that already exists, then the existing file will be overwritten.</p> <p>If the same file must be attached to multiple documents, then vary the file name slightly for each Attachment.</p> <p>iRAPT will accept the following types of attachments:            BMP: Bitmap            DOC: Microsoft Word Application            HTM: Hypertext Markup Language            HTML: Hypertext Markup Language            JPG: Joint Photographic Exerts Group Format            MSG: Microsoft Outlook Application.            PDF: Adobe Acrobat Portable Document Format            PPT: Microsoft PowerPoint Application            RTF: Rich Text Format            TIF: Tagged Image File Format            TXT: Plain text format            XLS: Microsoft Excel Application</p>	ID

**Sample:**

26\*document.doc^

**Notes:**

- The naming convention for attachments is as follows: Only underscores may be used in the file name. No spaces or special characters are allowed in the file name.
- The document name is case sensitive and must exactly match the name of the attachment being sent.
- The attachment must be submitted prior to the submission of the transaction. If multiple attachments are submitted, they must have unique names.
- If for any reason the original transaction with an attachment fails import to iRAPT, the attachments must be resubmitted as well as the transaction.
- A single attachment file may not exceed 5 megabytes. Multiple attachment files may be submitted.

**Example:** CAGEx\_ccyymmdd.XXX (no spaces allowed)

## 1.62 SEPARATOR or END (Label SEPARATOR or END)

**NOTES:** The SEPARATOR (=SEPARATOR=) must be used between transactions when there are multiple transactions in the file. There may be one or more instances of the SEPARATOR per file.

DO NOT USE SEPARATOR IF FILE ONLY CONTAINS ONE DOCUMENT.  
There must be one instance of the END (=END=) per file and it must be at the end of the file.

<i>Field</i>	<i>Description</i>	<i>Min/ Max</i>	<i>TELC</i>	<i>TELN</i>	<i>Notes</i>	<i>Type</i>
1	Separator	11/11	C	C	Use “=SEPARATOR=” to signal that there are more documents in the file.	ID
	End	5/5	M	M	Use “=END=” to signal that this is the end of the file.	

### *Sample:*

=SEPARATOR=

=END=