



Circular Letter No. 1137

July 18, 2024

To:
Printing and Publishing Officials of the
Federal Government

Subject:
Open Requisitions (SF-1) for
Non-Congressional Orders,
Fiscal Year 2025 (FY25).



This letter provides notice that the time has come to submit open requisitions for FY25.

Requisitions must be submitted for items such as continuance of existing term contracts, Simplified Purchase Agreement (SPA) contracts, task order contracts, orders for dated periodicals, mailings handled by Publications and Information Sales, orders for blank paper and materials for the Government Publishing Office (GPO) control section and standing rider orders for materials ordered by other agencies on a continuing basis.

Please include only requisitions for non-Congressional materials when responding to this notice. GPO will issue separate Circular Letters for Congressional materials, Federal Register, and Code of Federal Regulations. The process for submitting SF-1s for these materials are collected in a different location which will be specified in these subsequent Circular Letters.

Please send requisitions to GPO by **August 8, 2024**.

GPOExpress and GPO Online Paper Store customers: If a renewal form is required to be completed for these contracts, you will receive a separate email from GPO with instructions and any required renewal form(s).

Washington, DC and Regional customers: The preferred method for submitting requisitions is online at <https://publish.gpo.gov>. Registered Publish users can select Miscellaneous/Others for product type and enter "FY25 Open Requisition" and the program number or name in the Product Title field. To register with Publish visit <https://publish.gpo.gov/register>. Contact our National Account Managers at NAM@gpo.gov if you need assistance registering or submitting open requisitions with Publish.

Washington, DC customers: You may also e-mail an SF-1 to requisitions@gpo.gov, include “FY25 Open Requisitions” in the email subject line. If you cannot use Publish or e-mail, requisitions may be faxed to GPO COMSTAT on 202-478-1762.

Regional customers: You may also email SF-1s for existing term contracts and SPA contracts with any of GPO’s Regional Teams at the corresponding email address as provided on GPO’s website at <https://www.gpo.gov/how-to-work-with-us/agency/services-for-agencies/procurement-services-team>.

NOTE: Field or regional activities should coordinate their requirements with their Washington, DC area headquarters Printing Officers before submitting paperwork to GPO to avoid order duplication.

The date established for submission allows sufficient time for GPO to process orders and to provide timely feedback to agencies including communicating the FY25 jacket number assigned by GPO prior to the start of FY25. Open requisitions received after the requested date will be processed in the order they are received. Failure to submit an FY25 open requisition by October 1, 2024 will result in a funding lapse for your current contract.

TO SUPPORT SUCCESSFUL PROCESSING OF REQUISITIONS

The following information should be submitted for your open requisition:

- Requisition numbers for Fiscal Year 2025 should begin with the prefix 5 (e.g., 5-00001). If needed, requisition numbers can have up to an additional 11 characters, alpha and/or numeric, to assist agencies in identifying the order on the GPO invoice (e.g., 5-00001TXR60001234).
- The previous year’s requisition number and jacket number. This information is used to cross-check that all your requirements are in. If your requisition is for a new requirement, please indicate so.
- In the Classification section, fill out the critical fields for Classified, SBU (Sensitive but Unclassified), and PII (Personally Identifiable Information) which help GPO identify if the procurement has special requirements for security, controlled handling, etc.

TO SUPPORT THE FINANCIAL AND BILLING PROCESS

GPO can now support G-Invoicing (GINV) Advance (GPO GINV Deposit Accounts) and Non-Advance Orders using Standard Order Processing. If you would like to transition your current billing method to GINV, contact GPO’s GINV Team at GINV@gpo.gov. More information is available on GPO’s website at <https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>

On the open requisition, please use the proper fields (or the additional information block) to indicate:

- When filling out the open requisition, the preferred payment method for each term contract should be notated on the open requisition using the proper fields. Each Print Order under the Term Contract must indicate the billing information to ensure smooth payment processing.
- Billing Address Code (BAC) to properly identify the ordering agency. NOTE: The BAC provided will be used throughout the fiscal year. If multiple bureaus place orders on the same term contract, a separate open requisition (SF1) must be submitted for each BAC.
- For agencies already using GINV with GPO, enter the correct GT&C, Order, Line, and Schedule numbers assigned to each Term Contract. Please ensure your GINV Orders align with its appropriate funding year.
- Check the purchase card box if a purchase card will be used throughout the fiscal year. On each print order, indicate the purchase card number, expiration date, name as it appears on the purchase card, and phone number of the cardholder.
- Line of Accounting (LOA) information must be provided if required for agency payment processing.
- The Department of Treasury requires agencies to provide a Component Treasury Account System (TAS) and Business Event Type Code (BETC) for all IPAC transactions.
- In the Additional Information field, provide contact information for your agency's financial personnel, including name, email address, and phone number if any billing issues occur.
- Any additional information that will support the billing process.

Inquiries about open requisitions can be directed to Mrs. Kariane Smith, Assistant Manager, Publishing Support Services, at requisitions@gpo.gov, or if applicable, direct questions to the manager of the GPO Regional Team that administers your contract.

If you have any questions concerning Congressional materials or Congressional Publishing Services, please contact at cps@gpo.gov.

Sincerely,



TED PRIEBE
Managing Director, Customer Services