



U.S. General Services Administration

Federal Acquisition Service

Billing for Federal Government Household Goods Transportation

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Billing for Federal Government Household Goods Transportation

- Electronic Billing
- Standard Form 1113
- Preparation/Submission of SF 1113
- Supporting Documents
- Supplemental Billings



Electronic Billing

- Generally used when bill of lading/ordering of services is accomplished electronically and electronic billing set up (via EDI or manual input to a transportation management system via the Web)
- Billing must be sent to paying office in format as required by electronic system used to order services
- Supporting documents for household goods shipments should be kept available for GSA Audit Division



Paper Standard Form (SF) 1113

- Use current form SF 1113, Public Voucher for Transportation Charges (Revised 11-86)
- Download form from GSA Forms Library at www.gsa.gov/forms
- Purchase form from GPO at bookstore.gpo.gov
- Print your own without any change to format
- TSP must complete the form – not the agency



Paper Standard Form (SF) 1113

- Presently – Transportation Service Providers (TSPs) must bill on paper SF 1113, Public Voucher for Transportation Charges, except for:
 - Express, courier, or small package type shipments
 - Charge card purchases
 - Electronic billings
- Bill for one household goods shipment per SF 1113



Preparation/Submission of Paper SF 1113

- TSP must prepare and properly certify SF 1113
 - Enter Payee (TSP) name/address/TIN/bill number/SCAC
 - Check FREIGHT box under Services Furnished
 - List Agency BL serial number
 - List services w/rates & charges
 - Include basis (tender or tariff number/OTO) for rates/charges
 - Complete Payee's Certificate
 - Submit to "Bill Charges To" named on BL/TSO



Supporting Documents

- Provide Certificate of Delivery on BL
- Attach BL/TSO (and any correction notice) to SF 1113
- Attach any one-time-only (OTO) quote and:
 - Scale Weight Tickets
 - DD Form 619/DD 619-1 or comparable commercial form(s) for origin and destination services
 - Descriptive Inventory
 - Third party service documentation



Supplemental Billings

- Bill on SF 1113 with “Supplemental Billing” clearly stated
- Include charges relating to one paid BL
- Use same bill number (w/alphabetical suffix) as shown on original SF 1113 (attach copy) and attach copy of BL/TSO
- Attach applicable supporting document(s) for charges



Reminder . . .

- Only the TSP named on BL/TSO may be paid
- Only services authorized on BL/TSO may be paid
- Incomplete bills will be returned
- Generally, statutes of limitations for filing claims is 3 years
- Keep written notes about a questionable bill to support your claim of any oral communication



To Expedite Payment – Paper SF 1113 Billing

- Complete all applicable blocks on GBL/PPGBL with signatures/dates shown or enter like information on other BL
- Prepare SF 1113/supplemental SF 1113 properly and send to “Bill Charges To” address
- Attach all applicable supporting documents



To Expedite Payment – Electronic Billing

- Prepare and submit bill in format required by system
- Bill for services at rates provided in system
- Maintain file of supporting documents on shipments of household goods



Where To Find Information

- U.S. Government Freight Transportation Handbook
www.gsa.gov/transpfreighthandbook
- SF 1113 Preparation Instructions for Billing TSPs
- Administrative Review/Checklist/Sample form letter for returning bills/invoices
- Transportation/Travel Information Web Sites List
- Acronyms List



Where to Find Information

- Federal Management Regulation (FMR)
 - FMR 41 CFR 102-117 – Transportation Management Regulation and
 - FMR 41 CFR 102-118 – Transportation Payment and Audit Regulation

www.gsa.gov/fmr

Select Subchapter D Transportation on left, then
102-117 or 102-118



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