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PGI 204.1603 Procedures.

(a)(3)(A)(3) Legacy contract writing systems authorized to use the letter T in position 9 of the PIID for automated requests for quotation include the following:

(i) Department of Navy’s Item Management and Procurement (ITIMP) system.

(ii) Defense Logistics Agency’s Enterprise Business System (EBS).

(4) Positions 10 through 17. Positions 10 through 13 of a DoD-issued PIID shall not be a sequence of four zeroes (i.e., “0000”).

(b) Elements of a supplementary PIID.

(1) Position 1. Use a “U” in position 1 (e.g., “U00001”) in lieu of an “A” or “P”, as necessary, to process draft modifications through contract writing systems and associated applications. Change the “U” to an “A” or “P” prior to award to comply with FAR and DFARS standards.

(2) *Positions 2 through 6.* Examples of proper numbering for positions 2 through 6 are as follows:

| Normal
modification | Provisioned
items order
(reserved
for
exclusive
use
by the Air
Force only) | Shipping
Instructions | | | | | |
|------------------------|---|--------------------------|---|-------|-------|---|-------|
| 00001 —
99999 | | K0001 | — | K9999 | S0001 | — | S9999 |
| then | | KA001 | — | KZ999 | SA001 | — | SZ999 |
| A0001 —
A9999 | | L0001 | — | L9999 | T0001 | — | T9999 |
| B0001 —
B9999 | | LA001 | — | LZ999 | TA001 | — | TZ999 |
| and so on to | | M0001 | — | M9999 | U0001 | — | U9999 |
| H0001 —
H9999 | | MA001 | — | MZ999 | UA001 | — | UZ999 |

| | | | | | | |
|------------------|-------|---|-------|-------|---|-------|
| then | N0001 | — | N9999 | V0001 | — | V9999 |
| J0001 —
J9999 | NA001 | — | NZ999 | VA001 | — | VZ999 |
| then | P0001 | — | P9999 | W0001 | — | W9999 |
| R0001 —
R9999 | PA001 | — | PZ999 | WA001 | — | WZ999 |
| then | Q0001 | — | Q9999 | X0001 | — | X9999 |
| AA001 —
HZ999 | QA001 | — | QZ999 | XA001 | — | XZ999 |
| then | | | | | | |
| JA001 —
JZ999 | | | | Y0001 | — | Y9999 |
| RA001 —
RZ999 | | | | YA001 | — | YZ999 |

(3) If the contract administration office is changing the contract administration or disbursement office for the first time and is using computer generated modifications to notify many offices, it uses the six position supplementary number ARZ999. If either office has to be changed again during the life of the contract, the supplementary number will be ARZ998, and on down as needed.

Parent topic: [PGI 204.16 -UNIFORM PROCUREMENT INSTRUMENT IDENTIFIERS](#)