

# PGI 204.7105 Contract exhibits and attachments.

## (a) *Use of exhibits.*

(1) Exhibits may be used instead of putting a long list of contract line items or subline items in the contract schedule. Exhibits are particularly useful in buying spare parts.

(2) When using exhibits, establish a contract line or subline item and refer to the exhibit.

(3) Identify exhibits individually.

(4) Each exhibit shall apply to only one contract line item or subline item.

(5) More than one exhibit may apply to a single contract line item.

(6) Data items on a DD Form 1423, Contract Data Requirements List, may be either separately priced or not separately priced.

(i) Separately priced. When data are separately priced, enter the price in Section B of the contract.

(ii) Not separately priced. Include prices in a priced contract line item or subline item.

(7) The contracting officer may append attachments to exhibits, as long as the attachment does not identify a deliverable requirement that has not been established by a contract line item or subline item or exhibit line item.

(8) Include exhibit line items and associated information in the electronically distributed contract documents identified in PGI 204.201 (3)(i)(A) and (B).

## (b) *Numbering exhibits and attachments.*

(1) Use alpha characters to identify exhibits. The alpha characters shall be either single or double capital letters. Do not use the letters I or O.

(2) Once an identifier has been assigned to an exhibit, do not use it on another exhibit in the same contract.

(3) The identifier shall always appear in the first or first and second positions of all applicable exhibit line item numbers.

(4) If the exhibit has more than one page, cite the procurement instrument identification number, exhibit identifier, and applicable contract line or subline item number on each page.

(5) Use numbers to identify attachments.

## (c) *Numbering exhibit line items.*

(1) Criteria for establishing. The criteria for establishing exhibit line items are the same as those for establishing contract line items (see DFARS 204.7103).

(2) Procedures for numbering.

(i) Number items in an exhibit in a manner similar to contract line items.

(ii) Number line items using a four-position number.

(A) The first position or the first and second position contain the exhibit identifier.

(B) The third and fourth positions contain the alpha or numeric character serial numbers assigned to the line item when using a double letter exhibit identifier. The second, third and fourth positions contain the alpha or numeric character serial numbers assigned to the line item when using a single letter exhibit identifier.

(iii) Exhibit line item numbers shall be sequential within the exhibit.

(3) Examples.

(i) Two-position serial number for double letter exhibit identifier.

**Cumulative No. of Line Items****Serial Number Sequence**

1-33	01 thru 09, then 0A thru 0Z, then
34-67	10 thru 19, then 1A thru 1Z, then
68-101	20 thru 29, then 2A thru 2Z, then
102-135	30 thru 39, then 3A thru 3Z, then
136-169	40 thru 49, then 4A thru 4Z, then
170-203	50 thru 59, then 5A thru 5Z, then
204-237	60 thru 69, then 6A thru 6Z, then
238-271	70 thru 79, then 7A thru 7Z, then
272-305	80 thru 89, then 8A thru 8Z, then
306-339	90 thru 99, then 9A thru 9Z, then
340-373	A0 thru A9, then AA thru AZ, then
374-407	B0 thru B9, then BA thru BZ, then
408-441	C0 thru C9, then CA thru CZ, then
442-475	D0 thru D9, then DA thru DZ, then
476-509	E0 thru E9, then EA thru EZ, then
510-543	F0 thru F9, then FA thru FZ, then
544-577	G0 thru G9, then GA thru GZ, then
578-611	H0 thru H9, then HA thru HZ, then
612-645	J0 thru J9, then JA thru JZ, then
646-679	K0 thru K9, then KA thru KZ, then
680-713	L0 thru L9, then LA thru LZ, then
714-747	M0 thru M9, then MA thru MZ, then
748-781	N0 thru N9, then NA thru NZ, then
782-815	P0 thru P9, then PA thru PZ, then
816-849	Q0 thru Q9, then QA thru QZ, then
850-883	R0 thru R9, then RA thru RZ, then
884-917	S0 thru S9, then SA thru SZ, then
918-951	T0 thru T9, then TA thru TZ, then
952-985	U0 thru U9, then UA thru UZ, then
986-1019	V0 thru V9, then VA thru VZ, then
1020-1053	W0 thru W9, then WA thru WZ, then
1054-1087	X0 thru X9, then XA thru XZ, then
1088-1121	Y0 thru Y9, then YA thru YZ, then
1122-1155	Z0 thru Z9, then ZA thru ZZ

(ii) Three-position numbers.

**Cumulative No. of Line Items****Serial Number Sequence**

1-33	01 thru 009, then 00A thru 00Z, then
34-67	010 thru 019, then 01A thru 01Z, then
68-101	020 thru 029, then 02A thru 02Z, then
102-135	030 thru 039, then 03A thru 03Z and so on to
136-305	

306-339	
340-373	
374-407	
408-441	
442-1121	090 thru 099, then 09A thru 09Z, then
1122-1155	0A0 thru 0A9, then 0AA thru 0AZ, then
1156-1189	0B0 thru 0B9, then 0BB thru 0BZ, then
1190-1223	0C0 thru 0C9, then 0CA thru 0CZ, and so on to
1224-1257	0Z0 thru 0Z9, then 0ZA thru 0ZZ, then
1258-1461	100 thru 109, then 10A thru 10Z, then
1462-1495	110 thru 119, then 11A thru 11Z, then
1496-1529	120 thru 129, then 12A thru 12Z, and so on to
1530-1563	190 thru 199, then 19A thru 19Z, then
1564-2277	1A0 thru 1A9, then 1AA thru 1AZ, then
2278-2311	1B0 thru 1B9, then 1BA thru 1BZ, and so on to
2312-2345	1Z0 thru 1Z9, then 1ZA thru 1ZB, then
2346-2379	200 thru 109, then 10A thru 10Z, then
2380-2413	210 thru 219, then 21A thru 21Z, then
2414-2617	220 thru 229, then 22A thru 22Z, and so on to
2618-2651	290 thru 299, then 29A thru 29Z, then
2652-2685	2A0 thru 2A9, then 2AA thru 2AZ, then
2686-2719	2B0 thru 2B9, then 2BA thru 2BZ, and so on to
2720-3433	2Z0 thru 2Z9, then 2ZA thru 2ZZ, then
3434-3467	300 thru 309, then 30Z thru 30Z, and so on to
3468-3501	900 thru 909, then 90A thru 90Z, then
3502-10403	910 thru 919, then 91A thru 91Z, and so on to
10404-10437	990 thru 999, then 99A thru 99Z, then
10438-10471	9A0 thru 9A9, then 9AA thru 9AZ, then
10472-10709	9B0 thru 9B9, then 9BA thru 9BZ, and so on to
10710-10743	9Z0 thru 9Z9, then 9ZA thru 9ZZ
10744-10777	
10778-10811	
10812-11525	
11526-11559	

**Parent topic:** PGI 204.71 -UNIFORM CONTRACT LINE ITEM NUMBERING SYSTEM