

CIRCULAR LETTER NO. 985

April 11, 2017

TO: Publishing and Printing Officials of the Federal Government, Accounting Officers, and Budget Officers

SUBJECT: Standard Form 1 Documents Now Available through the Financial Document Repository Website

Effective immediately the Government Publishing Office (GPO) Financial Document Repository (FDRepository) website will host certain Standard Form 1 (SF-1) documents to assist GPO customer agencies when reconciling their GPO Form 400 (Invoices).

Current users of the FDRepository will now have access to their SF-1 documents for single orders procured through GPO's Customer Services-Agency Procurement Services Teams (Central and Regional Offices.) The FDRepository stores SF-1 documents back to March 26, 2015.

Benefits of using the Financial Document Repository:

- Improved invoicing visibility
- Faster account reconciliation
- Ability to review historical invoices back to August 2012
- Access SF-1 documents as far back as March 2015
- Provide additional information to support charges
- Shared access within an Agency
- Improved communication between agency publishing/printing and finance business units
- The option for customers to opt-out of receiving paper invoices

Are you currently not a user of the FDRepository and would like to know how to sign up?

Follow these instructions to register for access:

- Designate an individual to act in the Agency Administrator Role.
- Complete the Financial Document Repository Registration Form 4047. Click on the following link: https://www.gpo.gov/pdfs/customers/sfas/Form4047_Financial-Document-Repository.pdf
- Click the submit button. This will open your email box and attach a pdf copy of the form directly into the email. If this does not work, save a copy of the form and email it to FDRepository@gpo.gov.

For questions regarding this Circular Letter, or the GPO Financial Document Repository, please contact the FDRepository Administrator at 202-512-0626 or email FDRepository@gpo.gov.

Sincerely,

BRUCE A. SEGER
Managing Director,
Customer Services

STEVE SHEDD
Chief Financial Officer