

**FBG-0002 SPECIAL ORDERING PROCEDURES (SEP 2019)**

These ordering procedures apply to those purchases made under this schedule or through a travel management system as defined by the Federal Travel Regulation for civilian agencies and Joint Travel Regulations for military agencies. Based on the traveler’s review of government-preferred suppliers and their negotiated rates through the travel management system for the designated destination, the traveler will select a lodging property on a best-value decision based on his/her agency’s policies, the property’s location, amenities, availability, price and mission needs.

Payment is normally made directly to the property by the individual traveler. Any payment method can be used; however, the most frequent form of payment is anticipated to be the government-wide commercial charge card for travel. Travel cards are approved and issued to travelers through their respective agency. Currently, Citibank and US Bank are the Government’s card issuers. Additional information about the government-wide commercial charge card can be found at the GSA SmartPay® website <https://smartpay.gsa.gov/content/state-tax-information>.

Net billing is required. The Contractor shall honor the contract rate when presented/provided with the proper government-wide commercial charge card number or other authorized form of payment. In order to effectuate the recognition of contract rates at the point-of-sale, the current government-wide commercial charge cards use the following point-of-sale, the current government-wide commercial charge cards use the following 4-digit prefixes:

<b>Travel</b>		
Prefix (1 <sup>st</sup> four Digits)	4614 - Visa 4615 - Visa 4486 - Visa 5565 - Mastercard 5568 - Mastercard	
6 <sup>th</sup> Digit	0	GSA SmartPay Tax Advantage CBA by MCC
	1	IBA
	2-4	IBA
	5	Reserved
	6-9	CBA

The Contractor shall also have the capability of direct billing to an ordering agency as a form of payment such as a purchase order.

The Government assumes no liability for payment of rooms booked by or on behalf of individual travelers or authorized users unless otherwise specified for direct billings between the Contractor and the ordering agency.