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.
<table>
<thead>
<tr>
<th>Cumulative No. of Line Items</th>
<th>Serial Number Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-33</td>
<td>01 thru 09, then 0A thru 0Z, then</td>
</tr>
<tr>
<td>34-67</td>
<td>10 thru 19, then 1A thru 1Z, then</td>
</tr>
<tr>
<td>68-101</td>
<td>20 thru 29, then 2A thru 2Z, then</td>
</tr>
<tr>
<td>102-135</td>
<td>30 thru 39, then 3A thru 3Z, then</td>
</tr>
<tr>
<td>136-169</td>
<td>40 thru 49, then 4A thru 4Z, then</td>
</tr>
<tr>
<td>170-203</td>
<td>50 thru 59, then 5A thru 5Z, then</td>
</tr>
<tr>
<td>204-237</td>
<td>60 thru 69, then 6A thru 6Z, then</td>
</tr>
<tr>
<td>238-271</td>
<td>70 thru 79, then 7A thru 7Z, then</td>
</tr>
<tr>
<td>272-305</td>
<td>80 thru 89, then 8A thru 8Z, then</td>
</tr>
<tr>
<td>306-339</td>
<td>90 thru 99, then 9A thru 9Z, then</td>
</tr>
<tr>
<td>340-373</td>
<td>A0 thru A9, then AA thru AZ, then</td>
</tr>
<tr>
<td>374-407</td>
<td>B0 thru B9, then BA thru BZ, then</td>
</tr>
<tr>
<td>408-441</td>
<td>C0 thru C9, then CA thru CZ, then</td>
</tr>
<tr>
<td>442-475</td>
<td>D0 thru D9, then DA thru DZ, then</td>
</tr>
<tr>
<td>476-509</td>
<td>E0 thru E9, then EA thru EZ, then</td>
</tr>
<tr>
<td>510-543</td>
<td>F0 thru F9, then FA thru FZ, then</td>
</tr>
<tr>
<td>544-577</td>
<td>G0 thru G9, then GA thru GZ, then</td>
</tr>
<tr>
<td>578-611</td>
<td>H0 thru H9, then HA thru HZ, then</td>
</tr>
<tr>
<td>612-645</td>
<td>J0 thru J9, then JA thru JZ, then</td>
</tr>
<tr>
<td>646-679</td>
<td>K0 thru K9, then KA thru KZ, then</td>
</tr>
<tr>
<td>680-713</td>
<td>L0 thru L9, then LA thru LZ, then</td>
</tr>
<tr>
<td>714-747</td>
<td>M0 thru M9, then MA thru MZ, then</td>
</tr>
<tr>
<td>748-781</td>
<td>N0 thru N9, then NA thru NZ, then</td>
</tr>
<tr>
<td>782-815</td>
<td>P0 thru P9, then PA thru PZ, then</td>
</tr>
<tr>
<td>816-849</td>
<td>Q0 thru Q9, then QA thru QZ, then</td>
</tr>
<tr>
<td>850-883</td>
<td>R0 thru R9, then RA thru RZ, then</td>
</tr>
<tr>
<td>884-917</td>
<td>S0 thru S9, then SA thru SZ, then</td>
</tr>
<tr>
<td>918-951</td>
<td>T0 thru T9, then TA thru TZ, then</td>
</tr>
<tr>
<td>952-985</td>
<td>U0 thru U9, then UA thru UZ, then</td>
</tr>
<tr>
<td>986-1019</td>
<td>V0 thru V9, then VA thru VZ, then</td>
</tr>
<tr>
<td>1020-1053</td>
<td>W0 thru W9, then WA thru WZ, then</td>
</tr>
<tr>
<td>1054-1087</td>
<td>X0 thru X9, then XA thru XZ, then</td>
</tr>
<tr>
<td>1088-1121</td>
<td>Y0 thru Y9, then YA thru YZ, then</td>
</tr>
<tr>
<td>1122-1155</td>
<td>Z0 thru Z9, then ZA thru ZZ</td>
</tr>
</tbody>
</table>

(ii) Three-position numbers.

<table>
<thead>
<tr>
<th>Cumulative No. of Line Items</th>
<th>Serial Number Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-33</td>
<td>01 thru 009, then 00A thru 00Z, then</td>
</tr>
<tr>
<td>34-67</td>
<td>010 thru 019, then 01A thru 01Z, then</td>
</tr>
<tr>
<td>68-101</td>
<td>020 thru 029, then 02A thru 02Z, then</td>
</tr>
<tr>
<td>102-135</td>
<td>030 thru 039, then 03A thru 03Z and so on to</td>
</tr>
</tbody>
</table>
090 thru 099, then 09A thru 09Z, then
0A0 thru 0A9, then 0AA thru 0AZ, then
0B0 thru 0B9, then 0BB thru 0BZ, then
0C0 thru 0C9, then 0CA thru 0CZ, and so on to
0Z0 thru 0Z9, then 0ZA thru 0ZZ, then
100 thru 109, then 10A thru 10Z, then
110 thru 119, then 11A thru 11Z, then
120 thru 129, then 12A thru 12Z, and so on to
190 thru 199, then 19A thru 19Z, then
1A0 thru 1A9, then 1AA thru 1AZ, then
1B0 thru 1B9, then 1BA thru 1BZ, and so on to
1Z0 thru 1Z9, then 1ZA thru 1ZB, then
200 thru 209, then 20A thru 20Z, then
210 thru 219, then 21A thru 21Z, then
220 thru 229, then 22A thru 22Z, and so on to
290 thru 299, then 29A thru 29Z, then
2A0 thru 2A9, then 2AA thru 2AZ, then
2B0 thru 2B9, then 2BA thru 2BZ, and so on to
2Z0 thru 2Z9, then 2ZA thru 2ZZ, then
300 thru 309, then 30Z thru 30Z, and so on to
310 thru 319, then 31A thru 31Z, and so on to
320 thru 329, then 32A thru 32Z, and so on to
330 thru 339, then 33A thru 33Z, and so on to
340 thru 349, then 34A thru 34Z, and so on to
350 thru 359, then 35A thru 35Z, and so on to
360 thru 369, then 36A thru 36Z, and so on to
370 thru 379, then 37A thru 37Z, and so on to
380 thru 389, then 38A thru 38Z, and so on to
390 thru 399, then 39A thru 39Z, and so on to
400 thru 409, then 40A thru 40Z, and so on to
410 thru 419, then 41A thru 41Z, and so on to
420 thru 429, then 42A thru 42Z, and so on to
430 thru 439, then 43A thru 43Z, and so on to
440 thru 449, then 44A thru 44Z, and so on to
450 thru 459, then 45A thru 45Z, and so on to
460 thru 469, then 46A thru 46Z, and so on to
470 thru 479, then 47A thru 47Z, and so on to
480 thru 489, then 48A thru 48Z, and so on to
490 thru 499, then 49A thru 49Z, and so on to
500 thru 509, then 50A thru 50Z, and so on to
510 thru 519, then 51A thru 51Z, and so on to
520 thru 529, then 52A thru 52Z, and so on to
530 thru 539, then 53A thru 53Z, and so on to
540 thru 549, then 54A thru 54Z, and so on to
550 thru 559, then 55A thru 55Z, and so on to
560 thru 569, then 56A thru 56Z, and so on to
570 thru 579, then 57A thru 57Z, and so on to
580 thru 589, then 58A thru 58Z, and so on to
590 thru 599, then 59A thru 59Z, and so on to
600 thru 609, then 60A thru 60Z, and so on to
610 thru 619, then 61A thru 61Z, and so on to
620 thru 629, then 62A thru 62Z, and so on to
630 thru 639, then 63A thru 63Z, and so on to
640 thru 649, then 64A thru 64Z, and so on to
650 thru 659, then 65A thru 65Z, and so on to
660 thru 669, then 66A thru 66Z, and so on to
670 thru 679, then 67A thru 67Z, and so on to
680 thru 689, then 68A thru 68Z, and so on to
690 thru 699, then 69A thru 69Z, and so on to
700 thru 709, then 70A thru 70Z, and so on to
710 thru 719, then 71A thru 71Z, and so on to
720 thru 729, then 72A thru 72Z, and so on to
730 thru 739, then 73A thru 73Z, and so on to
740 thru 749, then 74A thru 74Z, and so on to
750 thru 759, then 75A thru 75Z, and so on to
760 thru 769, then 76A thru 76Z, and so on to
770 thru 779, then 77A thru 77Z, and so on to
780 thru 789, then 78A thru 78Z, and so on to
790 thru 799, then 79A thru 79Z, and so on to
800 thru 809, then 80A thru 80Z, and so on to
810 thru 819, then 81A thru 81Z, and so on to
820 thru 829, then 82A thru 82Z, and so on to
830 thru 839, then 83A thru 83Z, and so on to
840 thru 849, then 84A thru 84Z, and so on to
850 thru 859, then 85A thru 85Z, and so on to
860 thru 869, then 86A thru 86Z, and so on to
870 thru 879, then 87A thru 87Z, and so on to
880 thru 889, then 88A thru 88Z, and so on to
890 thru 899, then 89A thru 89Z, and so on to
900 thru 909, then 90A thru 90Z, and so on to
910 thru 919, then 91A thru 91Z, and so on to
920 thru 929, then 92A thru 92Z, and so on to
930 thru 939, then 93A thru 93Z, and so on to
940 thru 949, then 94A thru 94Z, and so on to
950 thru 959, then 95A thru 95Z, and so on to
960 thru 969, then 96A thru 96Z, and so on to
970 thru 979, then 97A thru 97Z, and so on to
980 thru 989, then 98A thru 98Z, and so on to
990 thru 999, then 99A thru 99Z, and so on to
9A0 thru 9A9, then 9AA thru 9AZ, then
9B0 thru 9B9, then 9BA thru 9BZ, and so on to
9Z0 thru 9Z9, then 9ZA thru 9ZZ.