G-Invoicing Financial Addendum

Prepare and submit a G-Invoicing Order to send to AQD

AQD's standard processing time for an approved and compliant system order is **10 business days**. As the G-Invoicing Seller, the Servicing Agency (AQD) uses the following checklist to ensure the correct transfer of funds. Please complete the required fields according to how your specific order is structured within your G-Invoicing platform. Missing information may cause delays or prevent funding approval. Please review the following:

1. **Proper Transfer and Obligation:**
   * Ensure Acquisition Services Directorate is selected as the Group Name in the Partner Information section.
   * Verify that all required data for the proper transfer and obligation is included.
2. **Funding Information:**
   * Confirm the type of funds to be used.
   * Check the funding period of availability.
   * Ensure the fund's citation is included.
3. **Billing and Payments:**
   * All orders must be accepted as FOB Source.
4. **Funds Certifying Official:**
   * Identify the funds certifying official.
   * Ensure their system approval is present.
5. **Bona Fide Need:**
   * Verify that the request clearly describes the bona fide need of the Requesting Agency.
   * Use clear and precise language in the Line-Item Schedule Sections.
6. **Contract Details:**
   * Provide the contract number(s).
   * Verify the purpose and performance period for any modifications to the Order.
7. **Third-Party Funding:**
   * Disclose any third-party funding from other entities.

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| **Resource** | **Contact** |
| Funding Questions | [AQDfundingdocuments@ibc.doi.gov](mailto:AQDfundingdocuments@ibc.doi.gov) |
| Order Instructions | [Forms | IBC Customer Central](https://ibc.doi.gov/acquisition/aviation/customer/forms) |
| GT&C | [AQDPartA@ibc.doi.gov](mailto:AQDPartA@ibc.doi.gov) |

The table below outlines the **required** data for customers to ensure for the proper transfer and obligation of funds when transacting buy/sell activity in G-Invoicing.

For more information regarding Order requirements and Federal Intragovernmental Data Standards (FIDS), visit [Treasury's website](https://www.fiscal.treasury.gov/g-invoice/resources.html#admin).

|  | **NEW ORDER OR MODIFIED ORDER** |
| --- | --- |
| **Required Item** | **Instruction** |
| Order Tracking Number | Enter unique funding document obligation number |
| Modification Number | Enter modification (amendment) number |
| General Terms and Conditions (GT&C) Number | This should be the GT&C number created in the G-Invoicing Treasury Platform |
| Order Create Date | Enter date order created |

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|  | **PARTNER INFORMATION** |  |
| Assisted Acquisition Indicator | Select “Yes” |  |
| Period of Performance | Enter start date | Enter End Date |
|  | Requesting Agency (BUYER) | Servicing Agency (Seller) |
| Agency Location Code (ALC) | Enter eight-digit Pay Office ALC | Enter DOI ALC 14010001 |
| Agency Name | Enter Agency Name | Select Dept of the Interior-Office of the Secretary |
| Group Name | Enter Group Name | Select Acquisition Services Directorate |
| Cost Center | Complete if more than one listed on GT&C |  |
| Business Unit | Complete if more than one listed on GT&C |  |
| Department ID | Complete if more than one listed on GT&C |  |
| Funding Office Code (Buyer Only) | [FPDSNG Offices](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.fpds.gov%2Fdownloads%2Ftop_requests%2FFPDSNG_Contracting_Offices.xls&wdOrigin=BROWSELINK); [ezSearch;](https://www.fpds.gov/fpdsng_cms/index.php/en/) If unknown, contact AQD CO **(Buyer only)** |  |

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|  | **AUTHORITY INFORMATION** |
| Statutory Authority Fund Type Code | Enter AQD’s statutory authority listed on **GT&C Addendum** |

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|  | **ADVANCE INFORMATION** (required if advance) |
| Advance Revenue Recognition Methodology | If Advance (listed on **GT&C**), select "Monthly" |
| Advance Payment Authority Title | If Advance, enter "Interior Franchise Fund" |
| Advance Payment Authority Citation | If Advance, enter “Pub. L. No. 104-208, div A. title I, § 101 (d) [title I, § 113], Sept. 30, 1996, 110 Stat. 3009-181, 3009-200, as amended by Pub. L. 108-7, div. F, title I, § 149, Feb. 20, 2003, 117 Stat. 245” |
| Total Advance Amount | If Advance, enter total advance amount |
| Advance Amount Funding Change (for Mod) | If Advance mod, enter amount change |
| Total Modified Advance Amount | If Advance mod, enter total order amount including mod amount. |

|  | **NEW ORDER OR MODIFIED ORDER** |
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| **Required Item** | **Instruction** |
|  | **DELIVERY INFORMATION** |
| FOB Point | Select "Source/Origin" |

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|  | **LINE ITEM (Repeat for each line item)** |
| Line Number | 1, 2, 3, etc. |
| Order line status | Enter Active |
| Item Code | [PSCs](https://www.acquisition.gov/psc-manual); If unknown, contact AQD CO |
| Item Description | If unknown, contact AQD CO and include contract number if applicable |
| Line Costs Unit of Measure (UOM) | Enter DO |
| Unit of Measure Description | Enter Dollars, U.S. |
| Total Line Costs | Enter total amount for line |
| Order Line advance amount | Enter amount that will be advance |
| Line Cost Funding Change for this Mod | If modification, enter +/- funding amount change |
| Capitalized Asset Indicator | Good = T or F; Service = F (if unknown, contact AQD CO) |
| Type of Service Requirements | Enter Severable or Non-severable. If unknown, contact CO. |

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|  | **SCHEDULE FUNDING INFORMATION** |
| Agency Treasury Account Symbol (TAS) | Enter full component Treasury Account Symbol |
| Agency Business Event Type Code (BETC) | Enter DISGF (General Fund) or DISNGF (Non-General Funds) |
| Bona Fide Need | Provide detailed description of purpose of funds/requirements (include contract/FA application number when applicable) |

|  | **AGENCY POINT OF CONTACTS (POC)** |  |
| --- | --- | --- |
|  | Requesting Agency (Buyer) | Servicing Agency (Seller) |
| Agency POC Name | Insert Agency POC name |  |
| Agency POC E-mail | Insert Agency POC email | AQDfundingdocuments@ibc.doi.gov |
| Agency POC Phone No. | Insert Agency Phone No. |  |

|  | **NEW ORDER OR MODIFIED ORDER** |  |
| --- | --- | --- |
| **Required Item** | **Instruction** |  |
|  | **AGREEMENT APPROVALS** |  |
|  | **FUNDING OFFICIAL** |  |
|  | Requesting Agency (Buyer) | Servicing Agency (Seller) |
| Funding Official Name | Insert Funding Official name |  |
| Funding Official Signature | Electronic on File |  |
| Funding Official E-mail | Insert Funding Official E-mail | AQDfundingdocuments@ibc.doi.gov |
| Funding Official Phone No. | Insert Funding Official Phone No. |  |
| Funding Official Date Signed | Insert Signature Date |  |
|  | **PROGRAM OFFICIAL** |  |
|  | Requesting Agency (Buyer) | Servicing Agency (Seller) |
| Program Official Name | Insert Program Official Name |  |
| Program Official Signature | Electronic on File |  |
| Program Official Title | Insert Program Official Title |  |
| Program Official E-mail | Insert Program Official E-mail | AQDfundingdocuments@ibc.doi.gov |
| Program Official Phone No. | Insert Program Official Phone No. |  |
| Program Official Date Signed | Insert Date Signed |  |

Any questions regarding this addendum or your G-Invoicing Order, please email [AQDfundingdocuments@ibc.doi.gov](mailto:AQDfundingdocuments@ibc.doi.gov)