G-Invoicing Financial Addendum (Non-DOI Customers)

Prepare and submit a G-Invoicing Order to send to Acquisition Services Directorate (AQD)

The table below outlines the required order data to ensure proper transfer and obligation of funds when transacting buy/sell activity. The standard processing time for approved and compliant Requesting Agency orders is **10 business days**. Missing information will result in rejection of funding order.

| **Required Item** | **Instruction** |
| --- | --- |
| Order Number | Order Number: Enter unique funding document obligation number |
| Order Number | Order Modification Number: Enter modification (amendment) number |
| General Terms and Conditions (GT&C) Number | Confirm the accuracy of the GT&C number created in the G-Invoicing Treasury Platform |

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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” |
| Funding Office Code | Use dropdown filter to select “buyer code” |  |
| Funding Agency Code | Use dropdown filter to select “buyer code” [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/) |  |

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|  | **Required Item** | **Instruction** |
| **AUTHORITY INFORMATION** | Statutory Authority Fund Type Code | Select “Franchise Fund” |
| **DELIVERY INFORMATION** | FOB Point | Select “Source” |
| **ORDER BILLING** | Billing Frequency | Select “Monthly” |

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|  | **LINE ITEM (Repeat for each line item)** |
| Line Number | 1, 2, 3, etc. (Fee Cost need to be separated on its own line) |
| 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 | 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 AQD CO) |

| **Required Item** | **Instruction** |
| --- | --- |
|  | **SCHEDULE SUMMARY** |
| Schedule Number | 1, 2, 3, etc. |
| Advance Pay Indicator | For Advance: Contract Line = Yes, Fee Line = No |
| Cancel Status (schedule) | Enter “Active” |
| Schedule Unit Cost/Price | Enter $1.00 |
| Order Schedule Quantity | Enter the total amount of the line schedule |

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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) |
| Description of Products  and/or Services  including Bona Fide  Need for this order | Provide clear, concise, and detailed description of purpose of funds/requirements (include contract/FA application number when applicable) in the Line-item Schedule Sections. Update when applicable for modifications. |

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