G-Invoicing Financial Addendum (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.

|  | Populate the following information in the **Header Information** section |
| --- | --- |
| **Required Item** | **Instruction** |
| Issuing Office | Select Issuing Office For ex. BSEE would use: E00, BOEM would use: M00 |
| Originating Office | Office that is making the interagency request |
| General Terms and Conditions (GT&C) Number | Enter the DOI Universal GT&C: **A2402-014-014-034730** |
| FOB Point | All orders must be accepted as FOB Source, select **"Source (S)”** |
| Group Name | Search for and select the Requesters/Buyer’s Group Name |
| TP Group Name | Select **“Acquisition Services Directorate”** |
| Servicing ALC | Enter **DOI ALC 14010001** |
| Assisted Acquisition | Check the box |
| Fund Agency Code | Use dropdown filter to find your fund agency code. |
| Funding Office Code | Use dropdown filter to find your funding office code. |
| Stat. Authority Fund Type | Select “Working Capital (WC)”, this will auto populate the citation and title fields. |

|  | Populate the following information in the **PR Items List** section |
| --- | --- |
| **Required Item** | **Instruction** |
| Period of Performance (Start) | Enter the estimated date on which the performance on the order will start. |
| Period of Performance (End) | Enter the estimated date on which the performance on the order will end. |
| Description | Short description identifying what services or goods are being procured. |
| Advance Payment Indicator | Leave this box unchecked |
| Type of Service Requirements | Enter Severable or Non-severable (if unknown, contact AQD CO) |
| Bona Fide Need | Provide clear, concise, and detailed description of purpose of funds/requirements. |
| ItemCat | By Dollars |
| Qty | 1 |
| UoM | When Qty is Services, use AU. When Qty is Goods, use EA. |
| UPC | User quick filter to search for UPC |

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