G-Invoicing Financial Addendum (DOI Customers)
Prepare and submit a G-Invoicing Order 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: **A2208-014-014-027115**
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 - Include AQD contracting POC name - Include contract/FA application number
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