

G-Invoicing Financial Addendum (Non-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.

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

	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 ; ezSearch ;	

	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"

	LINE ITEM (Repeat for each line item)
Line Number	1, 2, 3, etc. (Fee Cost needs to be separated on its own line)
Order line status	Enter Active
Item Code	PSCs ; 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 UoM - For example, DO (Dollars), EA (Each), etc.
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

	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	<ul style="list-style-type: none"> - Provide clear, concise, and detailed description of purpose of funds/requirements - Include AQD contracting POC name - Include contract/FA application number

Any questions regarding this addendum or your G-Invoicing Order, please email AQDfundingdocuments@ibc.doi.gov