

# DOING BUSINESS WITH GPO IN G-INVOICING

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GPO G-INVOICING TEAM

GPO

# DOING BUSINESS WITH GPO IN G-INVOICING



BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

# DOING BUSINESS WITH GPO IN G-INVOICING

- **GPO is 100% G-Invoicing ready.**
- Treasury intends to retire the current legacy IPAC process and recommends all agencies transition to G-Invoicing as soon as possible to comply with the G-Invoicing mandate.
- If your agency is not ready, we can still process Legacy IPAC payments; however, Treasury will categorize them as "**G-Invoicing Non-Compliant Buy/Sell**"
- Please reach out to your internal Finance/Fiscal/Budget/G-Invoicing Team to find out if your agency has any internal policies related to G-Invoicing
- Credit Cards are out of scope of G-Invoicing

# OVERVIEW

## GPO's G-Invoicing Lifecycle

### Agreement Terms

**General Terms & Conditions  
(GT&C/7600A)**

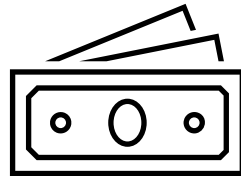


1



### Funding Details

**GINV Orders  
(7600Bs)**

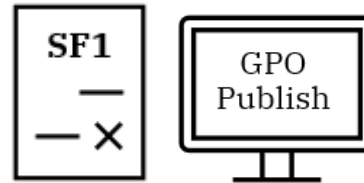


2



### Job Specifications

**GPO Order  
Placement  
Forms (Jobs)**

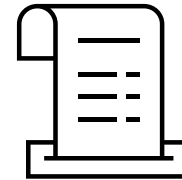


3



### Funds Transfer

**Performance/  
Settlement  
(Invoice)**



4

# OVERVIEW

## General Terms & Conditions (GT&C/7600A)



- GPO supports multiple GT&C models
  - GPO Product, Service, or Program
    - [General Publishing Services](#)
    - [Publishing in the Federal Register/CFR](#)
    - [Onsite Document Solutions \(951-M\)](#)
    - Distribution Services (Pueblo, CO or Laurel, MD)
    - GPO Bookstore Publications
    - Security Products
  - Templates available here: <https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>

# HOW TO GET STARTED

## General Terms & Conditions (GT&C/7600A)



- Requirements:
  - Standard Order Processing
  - Orders Originated by Requesting Agency
    - Seller Facilitated Orders not supported
  - Advance Payment Indicator: **Yes**
    - Mandatory for GPO GINV Deposit Accounts
  - **Agreement Start Date should be 10/1/25**
- Recommendations:
  - 10-year Agreement Term
  - Assisted Acquisitions: **No** (44 U.S.C. §501)
  - Enforce Total Remaining Amount: **No**

# HOW TO GET STARTED

## General Terms & Conditions (GT&C/7600A)



- GPO's Agency Information:
  - Agency Account: Government Publishing Office
  - Group Names:
    - A. Printed Products and Publishing Services
    - B. Security Credentials
    - C. Superintendent of Documents Programs
    - D. Federal Register/Code of Regulations
    - Laurel Distribution Center
    - Pueblo Distribution Center
- Share your draft GT&C directly in the G-Invoicing application
- Reach out to GPO's GINV Team to discuss the best GT&C model to fit your needs

# HOW TO GET STARTED

## General Terms & Conditions (GT&C/7600A)




## GT&C Template Example

Copy and paste values from the provided templates to create your GT&Cs directly in G-Invoicing

Page 1 of 4

**UNITED STATES GOVERNMENT**  
**GENERAL TERMS & CONDITIONS (GT&C)**  
**FS Form 7600A**

  
BUREAU OF THE  
**Fiscal Service**  
U.S. DEPARTMENT OF THE TREASURY

Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the FS Form 7600A are denoted with an (\*)  
Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

[https://www.fiscal.treasury.gov/fservices/gov/accd/g\\_invoice/g\\_invoice\\_home.htm](https://www.fiscal.treasury.gov/fservices/gov/accd/g_invoice/g_invoice_home.htm)

NEW OR MODIFIED GT&C		
General Terms and Conditions (GT&C) Number	* GT&C Number: Assigned by GINV	
	Requesting Agency (Buyer)	Servicing Agency (Seller)
	* Agency Agreement Tracking Number	* Agency Agreement Tracking Number
	* Modification Number:	
* Status:		
AGENCY INFORMATION		
1.	Requesting Agency (Buyer)	Servicing Agency (Seller)
	* Agency Name	Government Publishing Office
	* Group Name	A - Printed Products and Publishing Services
	* Group Description	Agency Procurement, In-Plant Operations, and Design Services
	* Document Inheritance Indicator	
	* Agency Location Code (ALC)	04000001
	ALC Description	GPO PUBLISHING AND SECURE DOCUMENT SVCS (RF) - FMS
	Subordinate Group	
	Cost Center	
	Business Unit	
Department ID		
GT&C INFORMATION		
2.	* GT&C Title	General Publishing Services - Umbrella for GPO Products and Services
3.	* Order Originating Partner Indicator	Requesting Agency (Buyer)
		Original Base/Current Modification      New/Proposed Modification
4.	* Agreement Period	Start Date (yyyy/mm/dd): 2023-10-01      Start Date (yyyy/mm/dd):
		End Date (yyyy/mm/dd): 2033-09-30      End Date (yyyy/mm/dd):
5.	Termination Days	120
6.	* Agreement Type	Multiple Orders

Page 2 of 4

General Terms and Conditions (GT&C) Number: Assigned by GINV

7.	* Advance Payment Indicator	Are Advance Payments allowed for this GT&C? <input checked="" type="radio"/> Yes <input type="radio"/> No *If Yes, the Servicing Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C.
8.	* Assisted Acquisition Indicator	Will this GT&C accommodate Assisted Acquisitions? <input type="radio"/> Yes <input checked="" type="radio"/> No *If Yes, the Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Lines 17 & 18 below for additional detail.
ESTIMATED AGREEMENT AMOUNT		
9.	Total Direct Cost Amount	\$0.00
	Total Overhead Fees and Charges Amount	\$0.00
	* Total Estimated Amount	\$0.00
	* Enforce Total Remaining Amount	Should G-Invoicing enforce the total value of orders to remain below the Total Amount on the GT&C? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, G-Invoicing will not allow Order total to exceed the GT&C total.
ADDITIONAL AGREEMENT INFORMATION		
10.	Explanation of Overhead Fees and Charges	For orders that are procured, GPO charges a transaction fee and surcharge on vendor invoices, or uses a trade discount in place of a transaction fee and surcharge. Other work may or may not include a transaction fee, surcharge, or trade discount.
11.	Requesting Scope	The scope of this GT&C includes all GPO products and services procured via GPO approved vendors or in-house production.
12.	Requesting Roles	GPO order forms are mandatory for all jobs submitted to GPO which provide the specifications and describe the requirements for the product or service. For more information refer to the GPO Publication 350.1, Doing Business With GPO, Customer Handbook.
13.	Servicing Roles	Provide publishing services as required by Requesting Agency. The scope of this GT&C includes all GPO products and services procured via GPO approved vendors or in-house production. On commercial procured general publishing contracts GPO maintains authority for all contracts, including contract administration and negotiations with contractors to manage performance beyond the specific terms of the contract.
14.	Restrictions	All orders placed under this GT&C shall be FOB source. This represents the full and complete GT&C. No modifications to this GT&C are of any effect unless in writing and signed by both Parties.
15.	Assisted Acquisition Small Business Credit Clause	The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.
16.	Disputes	Disputes related to this GT&C and any related Orders shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume 1, Part 2, Chapter 4700, Appendix 5, Intragovernmental Transaction (IGT) Guide, at <a href="http://fm.fiscal.treasury.gov/content/wm/v1/p2/c470.html">http://fm.fiscal.treasury.gov/content/wm/v1/p2/c470.html</a>
17.	Requesting Assisted Acquisitions	N/A
18.	Servicing Assisted Acquisitions	N/A
19.	Requesting Clauses	
20.	Servicing Clauses	The statutory authority requiring printing orders to be placed with the U.S. Government Publishing Office is found in Title 44 USC 501. For executive branch agencies, Subpart 8.8 of the Federal Acquisition Regulation (FAR) incorporates

FS Form 7600A      Department of the Treasury | Bureau of the Fiscal Service      Revised March 2022

# OVERVIEW

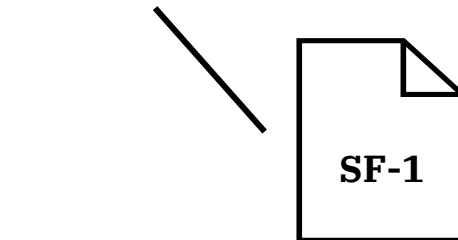
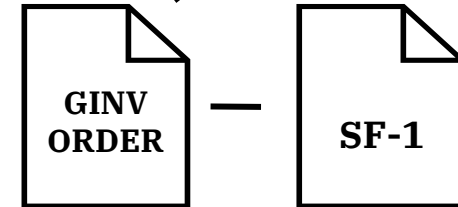
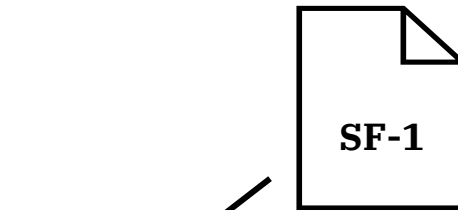
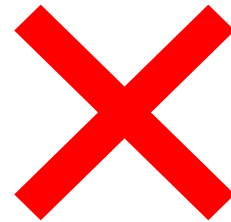
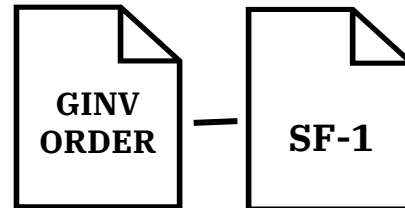
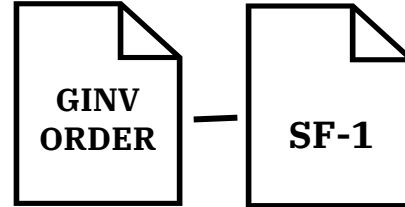
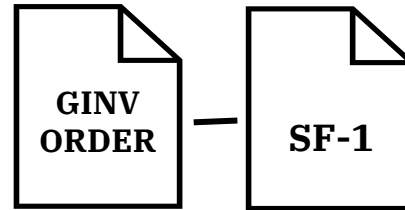
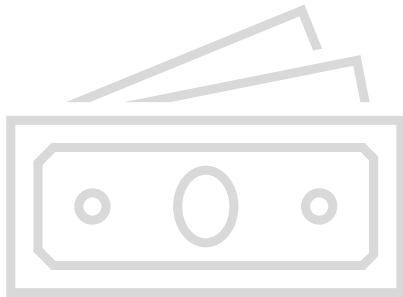
## GINV Orders (7600B)



- GPO supports two types of Standard GINV Orders
  - 1. Advance (GPO GINV Deposit Accounts)**
  - 2. Non-Advance**
- GINV Orders should be used for funding only. Job Specs should continue to be submitted on SF-1, etc.
- GPO recommends that GINV Orders be funded at the budget or program level to support multiple GPO jobs throughout a fiscal year
- **POP Start Date should be 10/1/25**

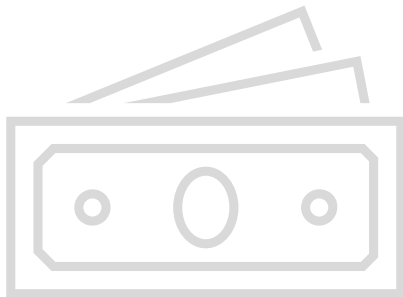
# OVERVIEW

GINV Orders  
(7600B)



# HOW TO GET STARTED

GINV Orders  
(7600B)



- **Advance Orders (GPO GINV Deposit Accounts)**
  - [Submission Guidelines for Advance Orders](#)
  - ✓ **POP Start Date should be 10/1/25**
  - ✓ Provide your **GPO Billing Address Code (BAC)** in the Partner Information Comments Field
  - ✓ Delivery FOB Point must be Source/Origin
  - ✓ Advance Pay Indicator set to Yes
  - ✓ Only Line 1, Schedule 1 will be accepted
  - ✓ Submit a [GPO Form 4045-GINV](#) to [ARC@gpo.gov](mailto:ARC@gpo.gov) to initiate the GINV performance and movement of funds

# HOW TO GET STARTED

GINV Orders  
(7600B)



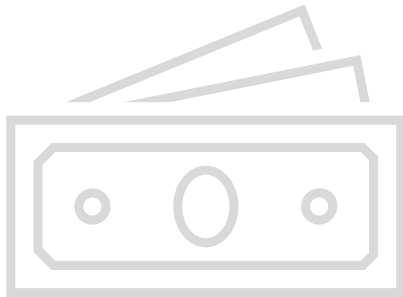
## ■ **Non-Advance Orders**

### ■ Submission Guidelines for Non-Advance Orders

- ✓ POP Start Date should be 10/1/25
- ✓ Provide your **GPO Billing Address Code (BAC)** in the Partner Information Comments Field
- ✓ Delivery FOB Point must be Source/Origin
- ✓ Follow submission guidelines

# HOW TO GET STARTED

GINV Orders  
(7600B)

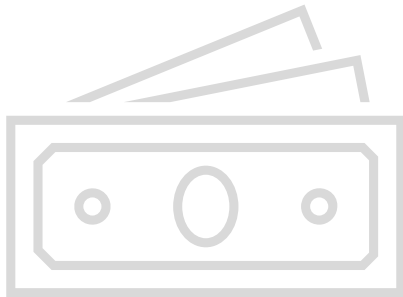


## ■ Order Modifications

- ✓ When adding funds to an Order, please modify the original line and schedule
- ✓ If modifying an **Advance Order**, you must submit a [GPO Form 4045-GINV](#) to [ARC@gpo.gov](mailto:ARC@gpo.gov) to initiate the GINV performance and movement of the funds into the Deposit Account.

# HOW TO GET STARTED

## GINV Orders (7600B)



## Order Submission Guidelines Example

Use the values provided to create your Orders

**GPO** June 10, 2024  
Version 1.0

**GUIDELINES FOR REQUESTING AGENCY  
G-INVOICING ADVANCE ORDERS (7600B)**

- ◆ Items in **BOLD** are mandatory and may cause the Order to be returned.
- ◆ Requesting Agency must initiate the Order – Seller-Facilitated Orders are not supported.
- ◆ The Requesting Agency must submit a GPO Form 4045-GINV to [ARC@gpo.gov](mailto:ARC@gpo.gov) to initiate the approval of the Order. <https://www.gpo.gov/docs/default-source/g-invoicing/form4045-ginv.pdf>

**Partner Information**

- Comments Field: Enter the Billing Address Code(s) (BAC) your agency will be using on the GPO forms (SF1, 2511, etc.) for this Order.

**Statutory Authority Information**

- Statutory Authority Fund Type Code: **Other Authority**
- Statutory Authority Fund Type Title: **Title 44, United States Code**
- Statutory Authority Citation: **Title 44, United States Code**

**Delivery**

- FOB Point: **Source/Origin**

**Point of Contact**

- First line of contact should GPO have questions regarding the Order data elements.

**Approvals**

- Funding Official – Should GPO have questions regarding the funding of the Order (i.e.-Additional funding required, Adjustments against the Order, etc).
- Program Official – Should GPO have questions regarding the products/services procured under the Order.

**Prepared By**

- Second line of contact should GPO not be able to reach the Point of Contact designee.

**Line** (GINV Deposit Accounts can only support Orders indicated with **Line 1 and Schedule 1**)

- Item Code (Product Service Code) – **7610 or 7690**
- Description – Should align with the product or service being ordered.
- Unit of Measure (UOM) – **EA or DO** (Only)
- Product Service Identifier – **NA**
- UID Required Indicator – **No**
- Type of Service Requirements – Select one of the following: **Severable, Non-Severable, or NA**

**Schedule**

- Unit Cost – **Must be 1** - No other number will be accepted.
- Quantity = **Total Value Amount of Order** (e.g., 10000 = \$10,000)
- Advance Pay Indicator - **YES**
- Object Class Code – **24.0 Printing and reproduction**
- Bona Fide Need – To be determined by the Requesting Agency.

**GPO** June 10, 2024  
Version 1.0

**GUIDELINES FOR REQUESTING AGENCY  
G-INVOICING NON-ADVANCE ORDERS (7600B)**

- ◆ Items in **BOLD** are mandatory and may cause the Order to be returned.
- ◆ Requesting Agency must initiate the Order – Seller-Facilitated Orders are not supported.

**Partner Information**

- Comments Field: Enter the Billing Address Code(s) (BAC) your agency will be entering on the GPO forms (SF1, 2511, etc.) for this Order. If you intend to use all BACs under a specific ALC, enter "All BACs under specified ALC".

**Statutory Authority Information**

- Statutory Authority Fund Type Code: **Other Authority**
- Statutory Authority Fund Type Title: **Title 44, United States Code**
- Statutory Authority Citation: **Title 44, United States Code**

**Delivery**

- FOB Point: **Source/Origin**

**Point of Contact**

- First line of contact should GPO have questions regarding the Order data elements.

**Approvals**

- Funding Official – Should GPO have questions regarding the funding of the Order (i.e.-additional funding required, Adjustments against the Order, etc).
- Program Official – Should GPO have questions regarding the products/services procured under the Order.

**Prepared By**

- Second line of contact should GPO not be able to reach the Point of Contact designee.

**Line**

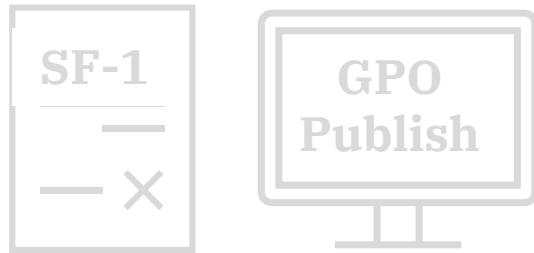
- Item Code (Product Service Code) – **7610 or 7690**
- Description – Should align with the product or service being ordered.
- Unit of Measure (UOM) – **EA or DO** (Only)
- Product Service Identifier – **NA**
- UID Required Indicator – **No**
- Type of Service Requirements – Select one of the following: **Severable, Non-Severable, or NA**

**Schedule**

- Unit Cost – **Must be 1** - No other number will be accepted.
- Quantity = **Total Value Amount of Order** (e.g., 10000 = \$10,000)
- Advance Pay Indicator - **NO**
- Object Class Code – **24.0 Printing and reproduction**
- Bona Fide Need – To be determined by the Requesting Agency.

# OVERVIEW

## GPO Order Placement Forms (Jobs)



- Submission of GPO job forms is still required (SF-1, 2511, 4044, 3001, GPO Publish, etc.)
- GPO forms (including GPO Publish) have been updated to include four fields to support GINV data elements:
  1. GT&C number: A2404-020-004-012345
  2. Order number: O2404-020-004-067891
  3. Line number: Usually 1, but can range from 2-10
  4. Schedule number: Usually 1, but can range from 2-10
- Please ensure you are using the latest versions **[GPO Forms and Standards](#)**

# HOW TO GET STARTED

- Submit your jobs and GPO work order forms to GPO with the GINV information fields completed in the **BILLING INFO** section

BILLING ADDRESS CODE (BAC) *		AGENCY LOCATION CODE (ALC)			APPROPRIATION CHARGEABLE/OBLIGATION NO.					
1234-JS										
<input type="checkbox"/> PURCHASE CARD		PURCHASE CARD NO. (Call for Card No.)			EXP. DATE	NAME AS IT APPEARS ON PURCHASE CARD			PHONE NO. OF CARDHOLDER	
BILLING INFO	TAS*: Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC*	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)
	Enter LOA or reference info here									
G-INVOICING (GINV) GTC# **				GINV ORDER# **				ORDER LINE# **	ORDER SCHEDULE# **	
A2310-036-004-053291				O2410-036-004-123456				1	1	
** Must use number as generated by G-invoicing system										

- Contact your G-Invoicing Lead or Finance Team if you have questions regarding who is responsible for providing these numbers for your agency

# HOW TO GET STARTED

- For FY26 Open Requisitions if you don't have a G-Invoicing Order number at the time of SF-1 submission. Please enter your **GT&C number** and in the G-Invoicing Order field "**To Be Provided**".

BILLING ADDRESS CODE (BAC) *		AGENCY LOCATION CODE (ALC)			APPROPRIATION CHARGEABLE/OBLIGATION NO.					
1234-JS										
<input type="checkbox"/>	PURCHASE CARD NO. (Call for Card No.)			EXP. DATE	NAME AS IT APPEARS ON PURCHASE CARD			PHONE NO. OF CARDHOLDER		
PURCHASE CARD										
BILLING INFO	TAS*: Sub-level Prefix Code	Allocation Transfer Agency Identifier	Agency Identifier	Beginning Period of Availability	Ending Period of Availability	Availability Type Code	Main Account Code	Sub-Account Code	BETC*	LINE OF ACCOUNTING/DOCUMENT REFERENCE NUMBER (Info Will Appear on IPAC as Entered)
										Enter LOA or reference info here
G-INVOICING (GINV) GTC# **					GINV ORDER# **			ORDER LINE# **	ORDER SCHEDULE# **	
A2310-036-004-053291					To Be Provided			1	1	

\*\*Must use number as generated by G-invoicing system

# OVERVIEW

## Performance/ Settlement (Invoice)



- G-Invoicing will assign a unique Performance number for all jobs and work billed.  
E.g., P2412-020-004-272991
- Job-specific details on the SF-1 will be passed to GINV in the Performance Comments field
- Transaction Description includes Billing Address Code (BAC), Jacket#, Print Order#, Requisition#, GPO Invoice#, Line of Accounting/ Reference Info

### Comments

Transaction Description  
BAC : 8321BF / Jacket Number : 426064 / Print Order :  
25657 / Requisition : 4-20256  
Line of Accounting: TO 20256 MAY/2024 INV# 32722533  
562-C41013 / Reference Info :

# OVERVIEW

## Tips



- To ensure your GINV Orders are processed in a timely manner and that you are billed correctly, follow these tips
  - ✓ If you are using a GINV Deposit Account, you must submit your completed 4045-GINV to **ARC@gpo.gov**
  - ✓ Make sure you include your BAC on your GINV Order in the Partner Information Comments Field
  - ✓ Make sure POP dates align with the current Fiscal Year
  - ✓ Make sure you include all four GINV numbers in the Billing Section of your GPO job form (GT&C, Order, Line, and Schedule)

# DOING BUSINESS WITH GPO IN G-INVOICING

GPO's GINV Team is here to help with your agency's transition to GINV

- For questions, support, or to schedule a consultation, email [GINV@gpo.gov](mailto:GINV@gpo.gov)
- Bookmark our [GPO GINV Webpage](https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing)  
<https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>
  - Info Session Webinars
  - GT&C Templates/Order Submission Guidelines
  - Links to GINV related Circular Letters

# GPO CONTACTS

For questions or additional support, please contact:

- **GINV Onboarding:** [GINV@gpo.gov](mailto:GINV@gpo.gov)
- **GPO Products and Services:** [NAM@gpo.gov](mailto:NAM@gpo.gov)
- **Billing Inquiries:**
  - **GINV Deposit Accounts:** [DepositAccount@gpo.gov](mailto:DepositAccount@gpo.gov)
  - **General Billing:** [CommercialBilling@gpo.gov](mailto:CommercialBilling@gpo.gov)
  - **Federal Register:** [FederalRegisterBilling@gpo.gov](mailto:FederalRegisterBilling@gpo.gov)

# U.S. GOVERNMENT PUBLISHING OFFICE

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