

GPO G-INVOICING FAQs

General Information

1. What is G-Invoicing?

- G-Invoicing, short for Government Invoicing, is a U.S. Department of the Treasury initiative designed to streamline and standardize how federal agencies manage and process intragovernmental buy/sell transactions. G-Invoicing will replace the legacy Intra-Governmental Payment and Collection (IPAC) processes that we know today.

2. Who is required to use G-Invoicing?

- All federal agencies that do business with other federal agencies are required to transition to G-Invoicing as soon as possible. This mandate comes from the U.S. Department of the Treasury and applies to all intragovernmental buy/sell transactions between federal agencies.

3. Is the Government Publishing Office (GPO) fully prepared to support G-Invoicing?

- Yes. GPO is fully ready to support intragovernmental buy/sell transactions in G-Invoicing using Standard Order Processing. Please visit our G-Invoicing webpage for additional details:
<https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>

4. What options are available if my agency isn't ready to transition to G-Invoicing?

- GPO will continue to support the legacy IPAC processes. Please note that after October 1, 2025, Treasury will categorize legacy IPAC transactions as G-Invoicing Non-Compliant Buy/Sell.

General Terms and Conditions (GT&Cs) and Orders

5. What is a G-Invoicing GT&C?

- In G-Invoicing, the GT&C is short for General Terms and Conditions, which is the foundational agreement between two Federal agencies that outlines the framework for doing business together. The GT&C does not obligate any funds. It simply defines the high-level roles, responsibilities, and expectations of both the requesting (buyer) and servicing (seller) agencies. The GT&C replaces the old paper-based 7600A form and is created directly within the G-Invoicing application.

6. How do I set up a GT&C with GPO?

- GPO recommends using our G-Invoicing templates to initiate your GT&Cs. Our GT&C templates can be found on our webpage: <https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>. If you don't see a template that fits your needs, please reach out to us at GINV@gpo.gov.

7. What is a G-Invoicing Order?

- The G-Invoicing Order is the financial commitment and captures detailed funding information. GPO recommends that G-Invoicing Orders be funded at the budget or program level to support multiple GPO jobs throughout a fiscal year. Job specifications should continue to be submitted on the SF-1, 2511, 4044, etc.

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8. Are the GPO job specification forms still required?

- Yes. All GPO job specification forms (e.g., SF-1, 2511, 4044, 3001, etc.) must continue to be submitted to the appropriate program team for processing. All forms have been updated to include fields for GT&C number, Order number, Order Line, and Schedule numbers. Please ensure you are using the most current versions of our forms. <https://www.gpo.gov/how-to-work-with-us/agency/forms-and-standards>

9. How should my agency set up G-Invoicing Orders with GPO?

- Please follow GPO's Order Submission Guidelines when creating your G-Invoicing Order:
 - Advance Orders are used to fund G-Invoicing Deposit Accounts.
[GPO Guidelines for Advance Orders](#)
- Non-Advance Orders should be established if customers do not use GPO Deposit Accounts.
[GPO Guidelines for Non-Advance Orders](#)

10. What is the process to close out a G-Invoicing Order?

- Before an Order can be closed, GPO customers must ensure that there are no outstanding obligations tied to the Order. Notify GPO that you'd like to close the Order. Once all obligations have been fulfilled and final performance is completed, your agency can close the Order.

Performance and Reconciliation

11. What is a G-Invoicing Performance transaction?

- The G-Invoicing Performance validates that GPO has processed a transaction. Delivered/Performed transactions confirm that GPO has fulfilled your print job. G-Invoicing will assign a unique Performance number for all jobs and work billed. An Advanced Order Performance is used for collecting and depositing funds into a Deposit Account.

12. How will I know what a G-Invoicing Performance transaction relates to?

- For each Performance, GPO provides the details of your jobs in the Performance Comments field. You will see a transaction description that includes your Billing Address Code (BAC), Jacket Number, Print Order, Requisition Number, GPO Invoice Number, and Line of Accounting/Reference Information furnished on your GPO job form.

Support

13. How can I get assistance with my G-Invoicing-related questions?

- **For GPO Support:** GPO has a dedicated G-Invoicing Team that can assist you with most of your questions regarding doing business with GPO. For assistance, email GINV@gpo.gov.
- **For Internal Agency Support:** For G-Invoicing account access or questions about your agency's internal policies and procedures, contact your agency's G-Invoicing Lead, Administrator, or Finance/Budget personnel.

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14. Does GPO offer G-Invoicing training?

- GPO does not offer G-Invoicing system training; however, GPO does host G-Invoicing Info Sessions to walk you through the process of doing business with GPO. The sessions are hosted on Microsoft Teams, and registration links are available on our webpage: <https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>

15. What other G-Invoicing informational and training resources are available?

- The Bureau of the Fiscal Service offers G-Invoicing training and informational resources to help Federal agencies with G-Invoicing. Fiscal Services' G-Invoicing Training page: <https://www.fiscal.treasury.gov/training/>

16. How can I learn more about how to do business with GPO in G-Invoicing?

- Visit our GPO G-Invoicing webpage at <https://www.gpo.gov/how-to-work-with-us/agency/g-invoicing>