

# UNITED STATES GOVERNMENT ORDER FORM

## FS FORM 7600B INSTRUCTIONS



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 6, Section 9

<b>ORDER REQUIREMENTS AND FUNDING INFORMATION</b>		
G-Invoicing Required Fields have an (*)		
<b>1.</b>	<b>*Order Number</b>	The unique Order number that must be established between the Requesting Agency and Servicing Agency. This is a 20-character value within the G-Invoicing application. Example: OYMM-(Req. AID) - (Serv AID)-6 digit sequential
	<b>Order Modification Number</b>	The unique number that identifies a modification to the Order. The modification number is added to the end of the Order number after the decimal. This incrementally increases after each modification. <b>Note:</b> For a new Order, the modification number will be 0. Authorization of a modification to the Order requires approvals by both the Requesting and Servicing Agencies.
<b>2.</b>	<b>*General Terms &amp; Conditions (GT&amp;C) Number</b>	The GT&C number that the Order is associated with.
<b>3.</b>	<b>*Order Create Date</b>	Creation Date is the date Order was created. System generated in G-Invoicing. (YYYY-MM-DD)
<b>PARTNER INFORMATION</b>		
<b>4.</b>	<b>*Assisted Acquisition Indicator</b>	Identifies if the Order is for Assisted Acquisitions (48 CFR Part 2) where the Servicing Agency performs activities such as awarding and administering a contract, task order, or delivery order. The corresponding GT&C must also allow Assisted Acquisitions.
<b>5.</b>	<b>*Period of Performance</b>	The date of the order must fall within the GT&C agreement dates. Start Date - date on which the performance on the order will start. End Date - date on which the performance on the order will end.
<b>6.</b>	<b>* Agency Location Code (ALC)</b>	Unique identifier used to define Federal Agencies by SetID for federal payment schedules and reporting purposes:  (Requesting Agency) buying goods and/or services. Must match Requesting Agency ALC in parent GT&C. (Servicing Agency) selling goods and/or services. Must match Servicing Agency ALC. contained in the GT&C.  Must be an active ALC.
<b>7.</b>	<b>Agency Name</b>	Name of the Federal Agency that aligns with its Agency Location Code (ALC).
<b>8.</b>	<b>Cost Center</b>	For Organizational filters that are within the G-Invoicing system. Only populate if creating documents within the system. If using multiple Organizational filters, please separate each with a comma.
<b>9.</b>	<b>Business Unit</b>	For Organizational filters that are within the G-Invoicing system. Only populate if creating documents within the system. If using multiple Organizational filters, please separate each with a comma.
<b>10.</b>	<b>Department ID</b>	For Organizational filters that are within the G-Invoicing system. Only populate if creating documents within the system. If using multiple Organizational filters, please separate each with a comma.

11.	<b>Order Tracking Number</b>	Details additional accounting information used by Federal Agencies for internal tracking.
12.	<b>Agency Business Partner Network (BPN)</b>	BPN is the standard name for this data element; however, this may be a trading partner's DUNS, SAMMI, or Other identifying number. This field is conditional. BPN or AAC (block 61) must be populated by each agency.
<b>AUTHORITY INFORMATION</b>		
13.	<b>*Statutory Authority Fund Type Code</b>	Identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal Agency.  Franchise Fund (FF), Revolving Fund (RF), Working Capital Fund (WC), Economy Act (EA), (Other Authority (OA))
14.	<b>Statutory Authority Fund Type Title</b>	Authority fund type title is required for FF, RF, WC, or OA. <b>If Economy Act is selected in box 13, boxes 14 &amp; 15 are optional data elements.</b>  Identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal agency.
15.	<b>Statutory Authority Fund Type Citation</b>	Authority fund type title is required for FF, RF, WC, or OA. <b>If Economy Act is selected in box 13, boxes 14 &amp; 15 are optional data elements.</b>  Identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal Agency.
16.	<b>Program Authority Title</b>	This is the title associated with the authority that grants the Requesting/Servicing Agency program authority
17.	<b>Program Authority Citation</b>	This is the citation associated with the authority that grants the Requesting Agency/Servicing program authority
<b>ADVANCE INFORMATION</b> (Information required by Servicing Agency if an Advance)		
18.	<b>Advance Revenue Recognition Methodology</b>	Identification of the methodology used to account for the Requesting Agency's expense and the Servicing Agency's revenue.  Straight Line (S), Accrual per work Completed (A), Monthly (M), Other (O)
19.	<b>Advance Revenue Recognition Description</b>	When Advance Revenue Recognition is O (Other), this field identifies the specific frequency.
20.	<b>Advance Payment Authority Title</b>	For agreements with Advance Payment allowed, free-form text stating the Requesting Agency's specific authority that allows advances.
21.	<b>Advance Payment Authority Citation</b>	Required if Authority Fund Type= Franchise Fund (FF), Revolving Fund (RF), Working Capital Fund (WC), or Other Authority (OA). Optional if Authority Fund Type equals EA. Must be provided for an advance order, must be aligned with a GT&C agreement with Advance Payment selected.
22.	<b>Total Advance Amount</b>	The total of all Order line advance amounts.

<b>DELIVERY INFORMATION - Requesting Agency only</b>		
23.	<b>*FOB Point</b>	Specifies at what point the Servicing Agency transfers ownership of the goods or services to the Requesting Agency. Must be Source/Origin (S) or Destination (D) or Other (O).
24.	<b>Constructive Receipt Days</b>	Only required if Destination is selected for FOB Point. The number of elapsed days before Requesting Agency receipt is assumed to occur. (Calendar Days)
25.	<b>Acceptance Point</b>	This field identifies whether the acceptance point is Source/Origin (S), Destination (D), or Other).
26.	<b>Place of Acceptance</b>	This is the location at which the goods or services will be accepted.
27.	<b>Inspection Point</b>	This field identifies whether the inspection point is S (Source/Origin), D (Destination), or Other (O).
28.	<b>Place of Inspection</b>	This is the location at which the goods or services will be inspected.
<b>ORDER BILLING - Servicing Agency Completes</b>		
29.	<b>*Billing Frequency</b>	Servicing Agency provides the frequency of an occurrence for an item: Collection, bill, or invoice. W (Weekly), M (Monthly), Q (Quarterly), or O (Other)
30.	<b>Billing Frequency Explanation</b>	If Other is selected as the Billing Frequency, the Servicing Agency user must add a free form text briefly explaining the Billing Frequency.
<b>ORDER BILLING - Requesting Agency completes</b>		
31.	<b>Priority Order Indicator</b>	Identifies whether the Order is a high priority. Yes - High Priority and No - Not high priority.
32.	<b>Capital Planning and Investment Control (CPIC)</b>	Identifies whether the Information Technology (IT) goods or services have been screened to ensure compliance with CPIC requirements. Yes or No
<b>LINE ITEMS - Additional Lines/Schedules may be added using the + button after Block 93</b>		
33.	<b>*Line Number</b>	The Order Line number is incremented for each line associated to a header.
34.	<b>Order Line Status</b>	Shows the status of the Order line, Active or Cancelled.
35.	<b>*Item Code</b>	This is the Product Service Code/Federal Supply Code for the item or service associated with the order.
36.	<b>*Item Description</b>	This is the basic description of the item between exchanged.
37.	<b>*Line Costs Unit of Measure (UOM)</b>	For Reimbursable Agreements, enter the unit of measure for each Order Line, if applicable. (Example: EA-Each, GA-Gallon, LBS-Pounds, DOL-USD Dollars). UOM G-Invoicing list available on the G-Invoicing website.
38.	<b>*Unit of Measure Description</b>	The basic description of the unit of measure being exchanged.
39.	<b>Total Line Costs</b>	The sum of the line Costs.
40.	<b>Order Line Advanced Amount</b>	The total amount of the advance for this Order line, summed by adding Schedule Amount(s) where Advance Payment Indicator is True.
41.	<b>Product/Service Identifier</b>	This is the National Stock Number (NSN) or other pertinent information associated with the Shipment.
42.	<b>*Capitalized Asset Indicator</b>	Specifies when the Servicing Agency considers the line item to be a capitalized asset (True/Yes). Otherwise False/No.
43.	<b>Item UID Required Indicator</b>	Specifies whether or not the item requires a unique item identifier (UII) marking.

44.	<b>*Type of Service Requirements</b>	<p>Select one of the following: Severable Service, Non-severable Service, Not Applicable</p> <p><b>Non-severable</b> services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance. Accordingly, non-severable services must be financed entirely out of the appropriation current at the time of award, even though performance may extend into future fiscal years.</p> <p><b>Severable</b> services mean services provided on an on-going, as needed or recurring basis and that meet a need of the Government at the time they are delivered. When the need for a portion of recurring or continuing services arises in the fiscal year subsequent to the one in which the services were initially funded, that portion is severable and chargeable to appropriations available for obligation in the subsequent fiscal year.</p>
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**SCHEDULE SUMMARY** - Additional Lines/Schedules may be added using the + button after Block 93  
 (Additional Lines/Schedules may be added using the + button after Block 93. To add an additional schedule to an existing order line, use the '+' button after block 93 of the existing Order Schedule. Enter the same information for blocks 33-44 for the original order line, and add the new schedule information to blocks 45-93)

45.	<b>*Schedule Number</b>	The sequential sub-line structure below an Order Line. It contains the detailed financial information and shipping information.
46.	<b>Advance Pay Indicator</b>	Controls whether the Schedule allows advances (true) or not (false).
47.	<b>*Cancel Status (schedule)</b>	This is the current status of a given Schedule Line. Permitted values: A (Active), C (Cancelled)
48.	<b>Schedule Unit Cost</b>	The cost of each unit.
49.	<b>*Order Schedule Quantity</b>	The total number of units for this schedule.
50.	<b>Order Schedule Amount</b>	The total amount of this schedule (Unit Cost x Quantity).

**SCHEDULE FUNDING INFORMATION**

51.	<b>*Agency TAS</b>	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format.
52.	<b>*Agency Business Event Type Code (BETC)</b>	An eight-character code that indicates the type of activity being reported (borrowing, repayment, offsetting collection, receipt, disbursement, etc.). It is used in combination with the TAS to determine the transaction effect on the fund balance with Treasury. Must accompany a TAS. For Buy/Sell transactions, BETCs will always be DISB for the Requesting Agency and COLL for the Servicing Agency.
53.	<b>Agency Business Partner Network (BPN) + 4</b>	Optional Field. BPN + 4 is the standard name for this data element, however, this may be a trading partner's DUNS + 4.
54.	<b>Object Class Code</b>	Object classes are categories in a classification system that presents obligation by the items or services purchased by the Federal Government.
55.	<b>Additional Accounting Classification</b>	Details additional accounting information used by the Agencies for internal tracking.
56.	<b>*Description of Products and/or Services, including Bona Fide Need for this Order</b>	Enough information to describe and support the transaction.

**SLOA INFORMATION** (Accounting Flex Field Values)

\*To capture Agency Internal Accounting

57.	<b>Accounting Classification Reference Number</b>	ACRN is the number associated with the Requesting Agency's line of Accounting/Accounting Classification.
58.	<b>Reimbursable Flag</b>	The Reimbursable Indicator is used to flag those expenditures incurred for a designated TAS account that are considered reimbursable to the account. R (Reimbursable) or D (Direct)
59.	<b>Federal Award Identification Number (FAIN)</b>	The Federal Award Identification Number (FAIN) is a unique number assigned to a financial assistance award by the awarding agency. This number will identify the award in several systems including: ASAP.gov, USASpending.gov, and Grants.gov. This number along with the CFDS will allow for more precise tracking of grant obligations and payments.
60.	<b>Unique Record Identifier (URI)</b>	An agency defined identifier that (when provided) is unique for every reported action.
61.	<b>Activity Address (AAC)</b>	An agency defined identifier that (when provided) is unique for every reported action. This field is conditional. AAC or BPN (block 12) must be populated by each agency.
62.	<b>Budget Line Item</b>	Identifies further sub-divisions of the Treasury Account Fund Symbol appropriation, below the Budget Sub Activity Level.
63.	<b>Budget Fiscal Year</b>	The budget or financial year, as opposed to a calendar year. The U.S. Government's fiscal year runs from October 1 of the prior year through September 30 of the next year. For example, FY 2015 was from October 2014 through September 2015.
64.	<b>Agency Security Cooperation (FMS)</b>	Security Cooperation Customer represents the country receiving the product and/or service in the FMS transaction.
65.	<b>Security Cooperation Implementing Agency Code</b>	Security Cooperation Implementing Agency Code: A single character alpha code which identifies the US Military Department or Agency which has negotiated or facilitated a foreign military sales (FMS) on behalf of the US Government. Most FMS cases are implemented by the Army (IA Code B), Navy (IA Code P) or Air Force (IA Code D)
66.	<b>Sub-Allocation</b>	Sub-Allocation Holder Identifies an organization to which funds have been Sub-Allocated.
67.	<b>Accounting Identifier</b>	The Agency Accounting Identifier Code identifies the accounting system responsible for recording the accounting event. The Agency Accounting Identifier Code is intended to be an accounting system identifier, and therefore must be assigned to only one accounting system.
68.	<b>Funding Center Identifier</b>	Funding Center is a clearly defined responsibility area within an organizational unit to which budget authority is assigned.
69.	<b>Cost Center Identifier</b>	A Cost Center is a clearly defined responsibility area where costs are incurred.
70.	<b>Project Identifier</b>	A planned undertaking of work to be performed or product to be produced having a finite beginning and end.
71.	<b>Activity Identifier</b>	An Activity is a series of events, tasks, or units of work that are linked to perform a specific objective.
72.	<b>Cost Element Code</b>	Cost Element is a classification of an organization's revenues, expenses or consumable resources. Cost Element Code only relates to primary cost. Cost Element Code does not relate to secondary cost which is identified as agency specific and not enterprise-level.
73.	<b>Work Order Number</b>	Identifies an individual unit of work, batch, or lot of a distinct product or service.

74.	<b>Agency Functional Area</b>	Functional Area is a logical division of a Component's business operations. It represents the Functions the Component performs.
75.	<b>Agency Security Cooperation Case Designator</b>	Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country.
76.	<b>Parent Award Identifier (PAID)</b>	The identifier of the procurement award under which the specific award is issued (such as a Federal Supply Schedule). Term currently applies to procurement actions only.
77.	<b>Procurement Instrument Identifier (PIID)</b>	The unique identifier for each contract, agreement or order.
<b>SCHEDULE SHIPPING INFORMATION</b>		
78.	<b>Ship to Address Identifier</b>	Identifier to note the end-point of the shipment or the location the service is being performed.
79.	<b>Ship to Agency Title</b>	The name of the Receiving Agency at the ship to location.
80.	<b>Address 1</b>	1st address line associated with shipment
81.	<b>Address 2</b>	2nd address line associated with shipment
82.	<b>Address 3</b>	3rd address line associated with shipment
83.	<b>Ship to City</b>	The name of the city.
84.	<b>Ship to Postal Code</b>	The 5-digit (ZIP) code that geographically identifies individual Post Offices or metropolitan area delivery stations associated with every mailing address.
85.	<b>Ship to State</b>	The name of the state for shipment.
86.	<b>Ship to Country Code</b>	A code that identifies the country.
87.	<b>Ship to Location Description</b>	The Description of the Ship to Location.
88.	<b>Delivery/Shipping Information for Product Special Shipping Information</b>	Optional text field to include additional Shipping Information for the Delivery of Products. Enter specific information for shipping, shipping company, date/time, special instructions, etc.
89.	<b>Delivery/Shipping Information for Product Point of Contact Name</b>	Optional text field to include the Point of Contact Name for additional Shipping Information on the Delivery of Products.
90.	<b>Delivery / Shipping Information for Product Point of Contact Title</b>	Optional text field to include the Point of Contact Title for additional Shipping Information on the Delivery of Products.
91.	<b>Delivery/Shipping Information for Product POC Email Address</b>	Optional text field to include the Point of Contact E-mail Address and Title for additional Shipping Information on the Delivery of Products.
92.	<b>Delivery/Shipping Information for Product POC Telephone Number</b>	Optional text field to include the Point of Contact Name and Title for additional Shipping Information on the Delivery of Products.
93.	<b>Agency Additional Information</b>	Any additional information not covered in other areas

<b>AGENCY POINT OF CONTACTS (POC)</b>		
94.	<b>*Agency POC Name</b>	Enter the name of any additional POC, as determined by each agency.
	<b>*Agency POC Email Address</b>	Enter the email address any additional POC, as determined by each agency
	<b>*Agency POC Phone Number</b>	Enter the phone number(s) of any additional POC, as determined by each agency
	<b>Agency POC Fax Number</b>	Enter the fax number of the POC, as determined by each agency
<b>AGREEMENT APPROVALS</b>		
<b>FUNDING OFFICIAL</b>		
95.	<b>*Funding Official Name</b>	Enter the name of the Funding Official.
	<b>Funding Official Title</b>	Enter the title of the Funding Official.
	<b>*Funding official Email Address</b>	Enter the email address for the Funding Official.
	<b>*Funding Official Telephone Number</b>	Enter the telephone number(s) of the Funding Official.
	<b>Funding Official Fax Number</b>	Enter the fax number for the Funding Official.
	<b>*Funding Official Date Signed</b>	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.
<b>PROGRAM OFFICIAL</b>		
96.	<b>*Program Official Name</b>	Enter the name of the Program Official.
	<b>Program Official Title</b>	Enter the title of the Program Official.
	<b>*Program official Email Address</b>	Enter the email address for the Program Official.
	<b>*Program Official Telephone Number</b>	Enter the telephone number(s) of the Program Official.
	<b>Program Official Fax Number</b>	Enter the fax number for the Program Official.
	<b>*Program Official Date Signed</b>	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.
<b>AGENCY PREPARER INFORMATION (Requesting Agency)</b>		
97.	<b>*Name</b>	The name of the person who prepared the Order
	<b>*Phone Number</b>	The phone number of the person who prepared the Order
	<b>*Email Address</b>	The email of the person who prepared the Order