

# 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 8.

ORDER REQUIREMENTS AND FUNDING INFORMATION		
G-Invoicing Required Fields have an (*)		
1.	<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: OYYMM-(Req. AID) - (Serv AID)-6 digit sequential
	<b>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>Order Status</b>	Select the current status of the Order from the drop-down selection box.
2.	<b>*General Terms &amp; Conditions (GT&amp;C) Number (Associated with this Order)</b>	The GT&C number that is associated with the Order.
3.	<b>*Order Date (yyyy/mm/dd)</b>	Creation Date is the date Order was created. System generated in G-Invoicing.
PARTNER INFORMATION		
4.	<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.
5.	<b>*Period of Performance</b>	The date of the Order must fall within the GT&C agreement dates. Start Date (yyyy/mm/dd) - date on which the performance on the Order will start. End Date (yyyy/mm/dd) - date on which the performance on the Order will end.
6.	<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.
7.	<b>*Agency Name</b>	Name of the Federal Agency that aligns with its Agency Location Code (ALC).
8.	<b>Group Name</b>	A unique and recognizable name for an organizational group.
9.	<b>Group Description</b>	A basic description of the organizational group.
10.	<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.

11.	<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.
12.	<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.
13.	<b>Order Tracking Number</b>	Details additional accounting information used by Federal Agencies for internal tracking.
14.	<b>Unique Entity Identifier (UEI)</b>	A distinct number or other identifier which is used to identify a specific commercial, nonprofit, or Government entity.
15.	<b>Funding Office Code (Buyer Only)</b>	The identification code for the office (or other organizational entity) that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.
16.	<b>Funding Agency Code (Buyer Only)</b>	The identification code for the agency that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code is required for assisted acquisitions and supports requesting agency socioeconomic credit and post award reporting.
17.	<b>Comments</b>	Any comments associated with the Order.
<b>AUTHORITY INFORMATION</b>		
18.	<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. <b><u>A single Fund Type Code will be selected and agreed upon by both parties to govern the activity of the Order.</u></b> If both parties are unable to agree on a single Authority, please send an email to the IGT mailbox () summarizing the opposing views with supporting documentation provided and Fiscal Service Legal Counsel will help mediate those discussions.  Franchise Fund (FF), Revolving Fund (RF), Working Capital Fund (WC), Economy Act (EA), (Other Authority (OA))
19.	<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.
20.	<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.
21.	<b>Program Authority Title</b>	This is the title associated with the authority that grants the Requesting/Servicing Agency program authority
22.	<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)		
23.	<b>Advance Revenue Recognition Methodology</b>	<p>Identification of the methodology used to account for the Requesting Agency's expense and the Servicing Agency's revenue.</p> <p>Straight Line (S): When Revenue is recognized at a fixed increment each month.            Accrual per work Completed (A): When Revenue is recognized as the work is completed.            Monthly (M): When Revenue is recognized at a fixed monthly interval after calculating the accumulation of work delivered or completed.            Other (O): Use this when it does not fit any of the other definitions.</p>
24.	<b>Advance Revenue Recognition Description (required if "Other")</b>	When Advance Revenue Recognition is O (Other), this field identifies the specific frequency.
25.	<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.
26.	<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.
27.	<b>Total Advance Amount</b>	The total of all Order line advance amounts.
28.	<b>Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]</b>	For modifications that affect the amount of the advance, indicate the addition (+) or reduction (-) amount in this field.
29.	<b>Total Modified Advance Amount</b>	For modifications that affect the amount of the advance, this total will be the resulting amount after applying the addition (+) or reduction (-) to the Advance amount prior to the modification.
<b>DELIVERY INFORMATION - Requesting Agency only</b>		
30.	<b>*FOB Point</b>	<p>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).</p> <p><b>Note:</b> Other (O) follows the rules of Performance for Destination (D).</p>
31.	<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)
32.	<b>Acceptance Point</b>	This field identifies whether the acceptance point is Source/Origin (S), Destination (D), or Other).
33.	<b>Place of Acceptance</b>	This is the location at which the goods or services will be accepted.
34.	<b>Inspection Point</b>	This field identifies whether the inspection point is S (Source/Origin), D (Destination), or Other (O).
35.	<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>		
36.	<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)
37.	<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</b> - Requesting Agency completes		
38.	<b>Priority Order Indicator</b>	Identifies whether the Order is a high priority. Yes - High Priority and No - Not high priority.
39.	<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
40.	<b>Total Advance Order Amount</b>	The total of all Order line Advance amounts.
41.	<b>Net Order Amount</b>	The total of all Order line Net Due Amounts.
42.	<b>Total Modified Order Amount</b>	The Total Order Amount after applying any Modification amounts.
43.	<b>Total Order Amount</b>	The total Advance Order amount plus total Net Order amount.
<b>LINE ITEMS</b> - Additional Lines/Schedules may be added using the + button after Block 93		
44.	<b>*Line Number</b>	The Order Line number is incremented for each line associated to a header.
45.	<b>Order Line Status</b>	Shows the status of the Order line, Active or Cancelled.
46.	<b>*Item Code</b>	This is the Product Service Code/Federal Supply Code for the item or service associated with the Order. Item Code List is available on the Acquisitions.gov website <a href="https://www.acquisition.gov/psc-manual">https://www.acquisition.gov/psc-manual</a>
47.	<b>*Item Description</b>	This is the basic description of the item between exchanged.
48.	<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. <a href="https://fiscal.treasury.gov/files/g-invoice/unit-of-measure-list.pdf">https://fiscal.treasury.gov/files/g-invoice/unit-of-measure-list.pdf</a>
49.	<b>*Unit of Measure Description</b>	The basic description of the unit of measure being exchanged.
50.	<b>Total Line Costs</b>	The sum of the line Costs.
51.	<b>Line Cost Funding Change for this Modification [Addition (+) or Reduction (-)]</b>	For modifications that affect the Total Line Costs, indicate the addition (+) or reduction (-) amount in this field.
52.	<b>Total Modified Line Costs</b>	This is the Total Line Costs plus the Line Cost Funding Change for this Modification.
53.	<b>Order Line Advance Amount</b>	The total amount of the advance for this Order line, summed by adding Schedule Amount(s) where Advance Payment Indicator is True.
54.	<b>Order Line Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]</b>	For modifications that affect the Order Line Advance Amount, indicate the addition (+) or reduction (-) amount in this field.
55.	<b>Total Modified Order Line Advance Amount</b>	This is the Order Line Advance Amount plus the Order Line Advance Amount Funding Change for this Modification.
56.	<b>Product/Service Identifier</b>	This is the National Stock Number (NSN) or other pertinent information associated with the Shipment.
57.	<b>*Capitalized Asset Indicator</b>	Specifies when the Servicing Agency considers the line item to be a capitalized asset (True/Yes). Otherwise False/No.
58.	<b>Item UID Required Indicator</b>	Specifies whether or not the item requires a unique item identifier (UII) marking.

59.	<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>
<p align="center"><b>SCHEDULE SUMMARY</b> - 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)</p>		
60.	<b>*Schedule Number</b>	The sequential sub-line structure below an Order Line. It contains the detailed financial information and shipping information.
61.	<b>Advance Pay Indicator</b>	Controls whether the Schedule allows advances (true) or not (false).
62.	<b>*Cancel Status (schedule)</b>	This is the current status of a given Schedule Line. Permitted values: A (Active), C (Cancelled)
63.	<b>*Schedule Unit Cost/Price</b>	The cost of each unit.
64.	<b>Schedule Unit Cost/Price Funding Change for this Modification [Addition (+) or Reduction (-)]</b>	For modifications that affect the Schedule Unit Cost/Price, indicate the addition (+) or reduction (-) amount in this field.
65.	<b>Total Modification Schedule Unit Cost/Price</b>	This is the Schedule Unit Cost/Price plus the Schedule Unit Cost/Price Funding Change for this Modification.
66.	<b>*Order Schedule Quantity</b>	The total number of units for this schedule.
67.	<b>Order Schedule Quantity Change for this Modification [Addition (+) or Reduction (-)]</b>	For modifications that affect the Order Schedule Quantity, indicate the addition (+) or reduction (-) in quantity in this field.
68.	<b>Net Modification Order Schedule Quantity</b>	This is the Order Schedule Quantity plus the Order Schedule Quantity Change for this Modification.
69.	<b>Order Schedule Amount</b>	The total amount of this schedule (Unit Cost x Quantity).
70.	<b>Order Schedule Amount Funding Change for this Modification [Addition (+) or Reduction (-)]</b>	For modifications that affect the Order Schedule Amount, indicate the addition (+) or reduction (-) amount in this field.
71.	<b>Total Modified Order Schedule Amount</b>	This is the Order Schedule Amount plus the Order Schedule Amount Funding Change for this Modification.

<b>SCHEDULE FUNDING INFORMATION</b>		
72.	<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.
73.	<b>*Agency Business Event Type Code (BETC)</b>	Up to 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. Users will need to select the appropriate BETC based on whether they are the Requesting or Servicing Agency. For Buy/Sell transactions, the Servicing Agency will select the COLL BETC. The Requesting Agency will select DISB, DISGF, or DISNGF. For more information on the General Fund disbursement BETCs, please contact the General Fund group at <a href="mailto:GeneralFund@fiscal.treasury.gov">GeneralFund@fiscal.treasury.gov</a>
74.	<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.
75.	<b>Additional Accounting Classification</b>	Details additional accounting information used by the Agencies for internal tracking.
76.	<b>*Description of Products and/or Services, including Bona Fide Need for this Order. (Buyer Only)</b>	Enough information to describe and support the transaction.
<b>SLOA INFORMATION</b> (Accounting Flex Field Values) *To capture Agency Internal Accounting		
77.	<b>Accounting Classification Reference Number</b>	ACRN is the number associated with the Requesting Agency's line of Accounting/Accounting Classification.
78.	<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)
79.	<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.
80.	<b>Unique Record Identifier (URI)</b>	An agency defined identifier that (when provided) is unique for every reported action.
81.	<b>Activity Address (AAC)</b>	An agency defined identifier that (when provided) is unique for every reported action.
82.	<b>Budget Line Item</b>	Identifies further sub-divisions of the Treasury Account Fund Symbol appropriation, below the Budget Sub Activity Level.
83.	<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 2020 was from October 2019 through September 2020.
84.	<b>Security Cooperation (FMS)</b>	Security Cooperation Customer represents the country receiving the product and/or service in the FMS transaction.

85.	<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)
86.	<b>Security Cooperation Case Line Item Identifier</b>	The Security Cooperation Case Line Item Identifier is used to identify a detailed line item requirement contained within the (Letter of Offer and Acceptance).
87.	<b>Sub-Allocation</b>	Sub-Allocation Holder Identifies an organization to which funds have been Sub-Allocated.
88.	<b>Agency 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.
89.	<b>Funding Center Identifier</b>	Funding Center is a clearly defined responsibility area within an organizational unit to which budget authority is assigned.
90.	<b>Cost Center Identifier</b>	A Cost Center is a clearly defined responsibility area where costs are incurred.
91.	<b>Project Identifier</b>	A planned undertaking of work to be performed or product to be produced having a finite beginning and end.
92.	<b>Activity Identifier</b>	An Activity is a series of events, tasks, or units of work that are linked to perform a specific objective.
93.	<b>Disbursing Identifier</b>	The Agency Disbursing Identifier is assigned to each disbursing office by the Treasury Department. The Agency Disbursing Identifier is an identification number that indicates authority to receive and disburse public funds and issue checks on the United States Treasury.
94.	<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.
95.	<b>Work Order Number</b>	Identifies an individual unit of work, batch, or lot of a distinct product or service.
96.	<b>Functional Area</b>	Functional Area is a logical division of a Component's business operations. It represents the Functions the Component performs.
97.	<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.
98.	<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.
99.	<b>Procurement Instrument Identifier (PIID)</b>	The unique identifier for each Contract, Agreement or Order.

### SCHEDULE SHIPPING INFORMATION

100.	<b>Ship to Address Identifier</b>	Identifier to note the end-point of the shipment or the location the service is being performed.
101.	<b>Ship to Agency Title</b>	The name of the Receiving Agency at the ship to location.
102.	<b>Address 1</b>	1st address line associated with shipment
103.	<b>Address 2</b>	2nd address line associated with shipment
104.	<b>Address 3</b>	3rd address line associated with shipment
105.	<b>Ship to City</b>	The name of the city.

106.	<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.
107.	<b>Ship to State</b>	The name of the state for shipment.
108.	<b>Ship to Country Code</b>	A code that identifies the country.
109.	<b>Ship to Location Description</b>	The Description of the Ship to Location.
110.	<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.
111.	<b>Delivery/Shipping POC Name</b>	Optional text field to include the Point of Contact Name for additional Shipping Information on the Delivery of Products.
112.	<b>Delivery / Shipping Information for Product POC Title</b>	Optional text field to include the Point of Contact Title for additional Shipping Information on the Delivery of Products.
113.	<b>Delivery/Shipping Information for Product POC E-mail 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.
114.	<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.
115.	<b>Agency Additional Information</b>	Any additional information not covered in other areas
<b>MODIFY ORDER</b>		
116.	<b>Modification Date (yyyy-mm-dd)</b>	Enter the Modification Date for this Order.
117.	<b>Brief explanation required for modifying this Order.</b>	Enter the Modification explanation for this Order.
<b>CLOSE ORDER</b>		
118.	<b>Closing Date (yyyy-mm-dd)</b>	Enter the Closing Date for this Order.
119.	<b>Brief explanation required for closing this order prior to the original End Date resulting in early termination.</b>	Enter the Closing explanation for this Order.
<b>REJECT ORDER</b>		
120.	<b>Rejection Date (yyyy-mm-dd)</b>	Enter the Rejection Date for this Order.
121.	<b>Brief explanation required for rejecting this order prior to the original End Date resulting in early termination.</b>	Enter the Rejection explanation for this Order.

<b>AGENCY POINT OF CONTACTS (POC)</b>		
122.	<b>*Agency POC Name</b>	Enter the name of any additional POC, as determined by each agency.
	<b>*Agency POC E-mail Address</b>	Enter the email address any additional POC, as determined by each agency
	<b>*Agency POC Phone No.</b>	Enter the phone number(s) of any additional POC, as determined by each agency
	<b>Agency POC Fax No.</b>	Enter the fax number of the POC, as determined by each agency
<b>AGREEMENT APPROVALS</b>		
FUNDING OFFICIAL		
123.	<b>*Funding Official Name</b>	Enter the name of the Funding Official.
	<b>*Signature</b>	This is the actual signature of the Funding Official on the Order.
	<b>Funding Official Title</b>	Enter the title of the Funding Official.
	<b>*Funding official E-mail</b>	Enter the email address for the Funding Official.
	<b>*Funding Official Phone No.</b>	Enter the telephone number(s) of the Funding Official.
	<b>Funding Official Fax No.</b>	Enter the fax number for the Funding Official.
	<b>*Funding Official Date Signed (yyyy/mm/dd)</b>	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.
<b>PROGRAM OFFICIAL</b>		
124.	<b>*Program Official Name</b>	Enter the name of the Program Official.
	<b>*Signature</b>	This is the actual signature of the Program Official on the Order.
	<b>Program Official Title</b>	Enter the title of the Program Official.
	<b>*Program Official E-mail</b>	Enter the email address for the Program Official.
	<b>*Program Official Phone No.</b>	Enter the telephone number(s) of the Program Official.
	<b>Program Official Fax No.</b>	Enter the fax number for the Program Official.
	<b>*Program Official Date Signed (yyyy/mm/dd)</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>		
125.	<b>*Name</b>	The name of the person who prepared the Order
	<b>*Phone No.</b>	The phone number of the person who prepared the Order
	<b>*E-mail Address</b>	The email of the person who prepared the Order