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G-Invoicing: 7600EZ
March 25th, 2022

7600EZ - Overview

7600EZ will be a new API (Application Program Interface) & UI (User Interface) process that will transfer funds through G-Invoicing.

➢ The process is a combination of existing Order & Performance data

- Required data has been reduced
- Does not require approval within G-Invoicing to transfer funds, but does allow the Requesting Agency to Reject or Approve a transaction

➢ Trading partners must agree to allow 7600EZ transactions on a GT&C

- Servicing Agency initiates the transaction by submitting an Invoice

➢ 7600EZ transactions will reference the agreed upon GT&C

- There won't be an Order stored in G-Invoicing for this process, but Order & Performance data will be stored with the 7600EZ Invoice.

➢ Transactions will be limited to $10,000.00 or less and will be transmitted in dollar amounts

- Exemptions to the threshold amount are allowed for these specific business lines (others may be added later):
    1. GSA Fleet Leasing
    2. GSA Global Supply
    3. GPO Print Orders

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7600EZ - Servicing Agency Actions (1 of 2)

The Servicing Agency may submit the following transaction types:

1) Create Invoice

- Invoices must reference a specific Open GT&C that has a Business Application of 7600EZ.

- Servicing Agency may create multiple Invoices on a single GT&C
  - ➢ If the referenced GT&C is setup for multiple documents

- The Invoice amount could be limited based on the Business Application selected on the GT&C

- The 7600EZ Invoice amounts will be deducted from the GT&C amount
  - ➢ Trading partners may still agree to limit the amount of the Invoices to not exceed the estimated GT&C amount

- Invoices will settle funds when the Performance Date occurs
  - ➢ If it's not Deleted or Rejected before the Performance Date

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7600EZ - Servicing Agency Actions (2 of 2)

2) Reversed Transaction

- Reversed transactions must reference an Invoice
- The Servicing Agency may reverse an Invoice in Settled status which hasn't been Rejected within the Rejection Days* or already Reversed.
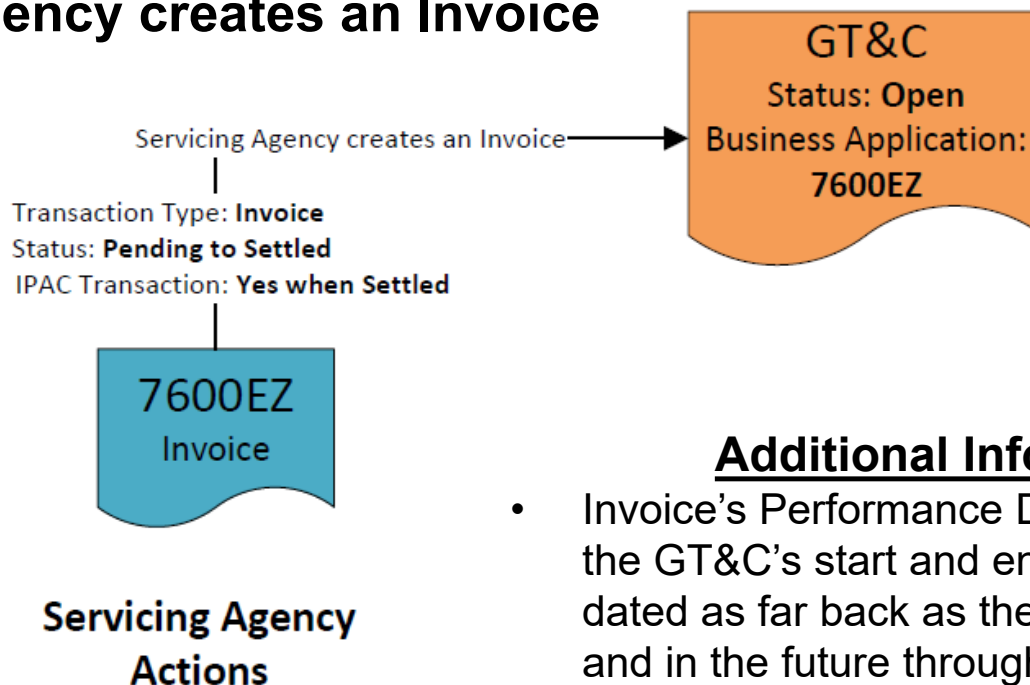
3) Deleted Transaction

- The Servicing Agency may Delete an Invoice that is in Draft (User Interface only) or Pending status.

Rejection Days are explained on slide 9

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7600EZ - Create Invoice

Servicing Agency creates an Invoice

Servicing Agency creates an Invoice →

GT&C
Status: **Open**
Business Application:
7600EZ

Transaction Type: **Invoice**
Status: **Pending to Settled**
IPAC Transaction: **Yes when Settled**
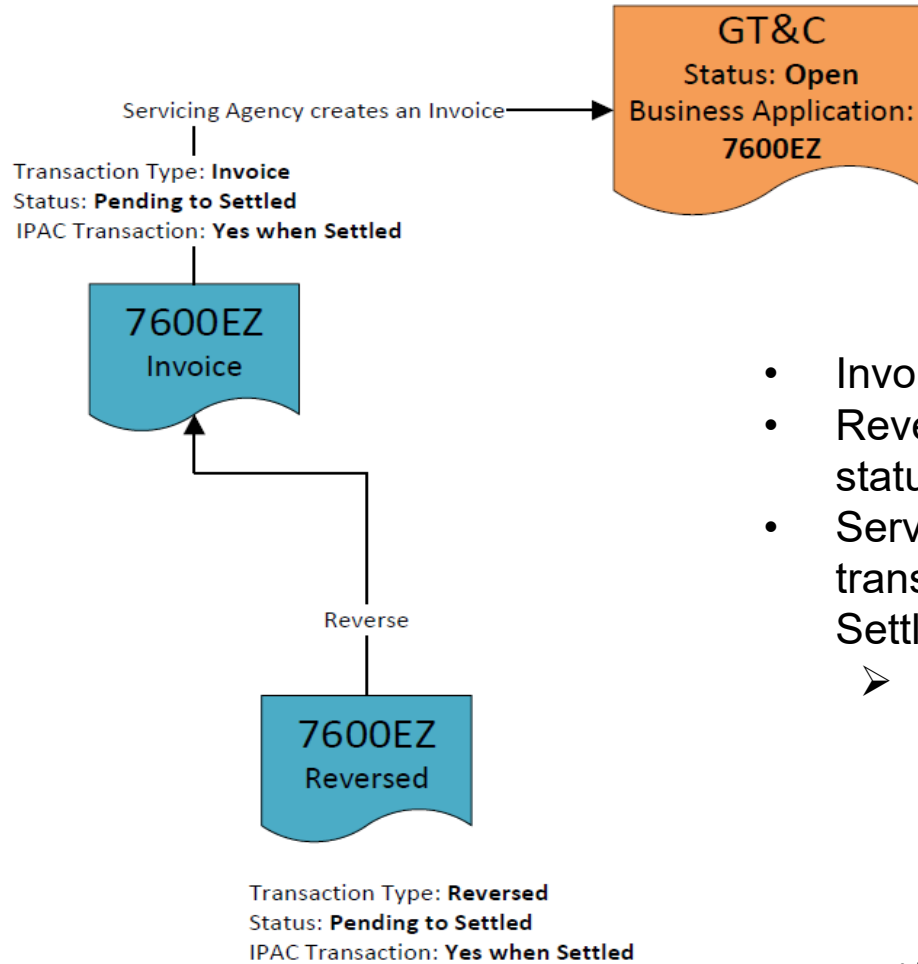
7600EZ
Invoice

**Servicing Agency
Actions**

Additional Information

- Invoice's Performance Date must be within the GT&C's start and end date. It may be dated as far back as the GT&C's start date and in the future through the current Accounting Period or the GT&C's end date (which ever is sooner)
- Invoice transactions will be in Pending status until Settled (when the Performance Date occurs)

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7600EZ - Reversed Transaction

Servicing Agency reverses an Invoice

GT&C
Status: **Open**
Business Application:
7600EZ

Servicing Agency creates an Invoice

Transaction Type: **Invoice**
Status: **Pending to Settled**
IPAC Transaction: **Yes when Settled**

7600EZ
Invoice

Reverse

7600EZ
Reversed

Transaction Type: **Reversed**
Status: **Pending to Settled**
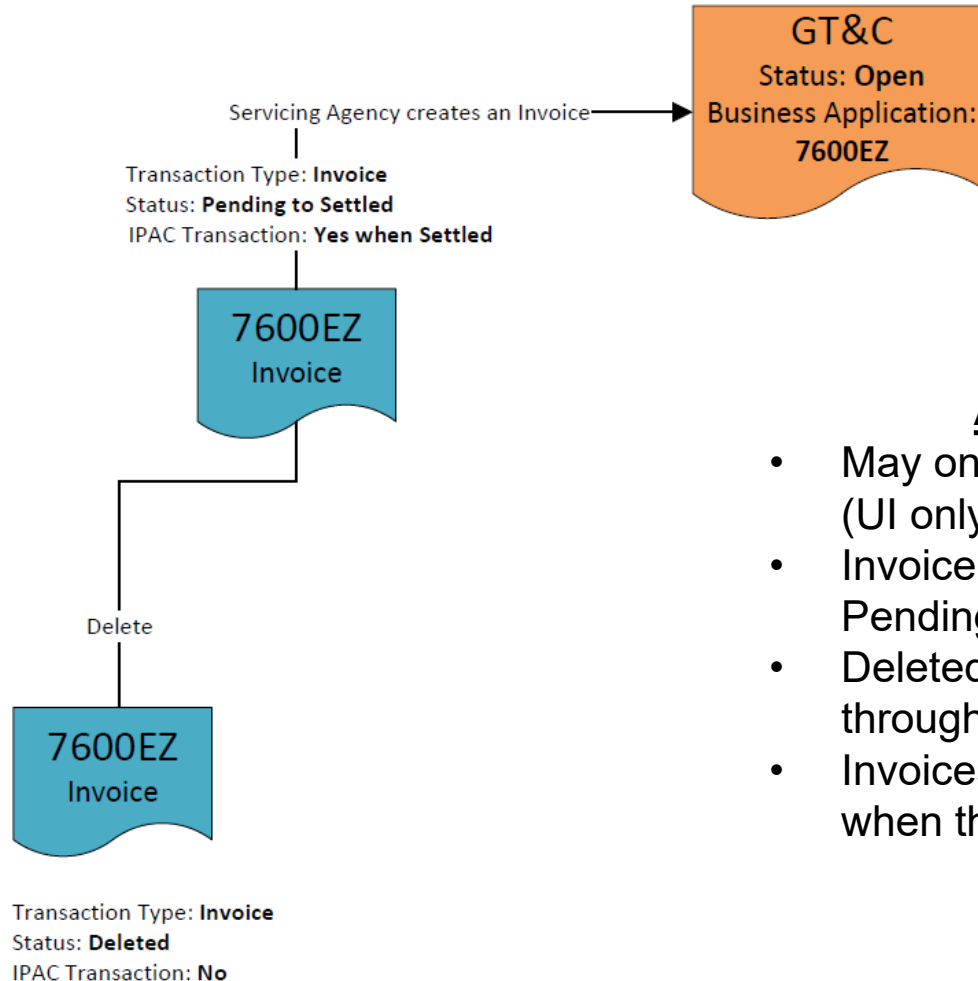IPAC Transaction: **Yes when Settled**

Additional Information

- Invoice will remain in Settled status
- Reversed transaction will be in Pending status until Settled
- Servicing Agency may submit a Reversed transaction at anytime after the Invoice is in Settled status
  - ➤ Limitations:
    - Requesting Agency Rejected the Invoice within the Rejection Days*
    - Invoice already has a referencing Reversed transaction

Rejection Days are explained on slide 9

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7600EZ - Deleted Transaction

Servicing Agency deletes an Invoice

Servicing Agency creates an Invoice →

GT&C
Status: **Open**
Business Application: **7600EZ**

Transaction Type: **Invoice**
Status: **Pending to Settled**
IPAC Transaction: **Yes when Settled**

7600EZ
Invoice

Delete

7600EZ
Invoice

Transaction Type: **Invoice**
Status: **Deleted**
IPAC Transaction: **No**

Additional Information

- May only Delete an Invoice that is in Draft (UI only) or Pending Status
- Invoice's status is updated from Draft or Pending to Deleted
- Deleted status transactions are accessible through the UI and API
- Invoices with a Deleted status will not Settle when the Performance Date occurs

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7600EZ - Requesting Agency Actions (1 of 2)

The Requesting Agency may submit the following transaction types:

1) Accepted Transaction

- Accepted transactions must reference an Invoice
- Accepted transactions are always Informational and never move to Settled status i.e., will never transfer funds

2) Rejected Transaction

- Rejected transactions must reference an Invoice
- Rejected transactions can be Informational or Settled
  - ➤ If a Rejected transactions is submitted within the Rejection Days*, then the Rejected response will transfer funds when it moves to Settled status
  - ➤ If a Rejected transaction is submitted outside the Rejection Days*, then the Rejected response transaction will not transfer funds and the status will be Informational

Rejection Days are explained on slide 9

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7600EZ - Requesting Agency Actions (2 of 2)

Rejection Days

- The Rejection Days are the length of time (in full calendar days) for the Requesting Agency's Rejected transaction to initiate funds reversal of the referenced Invoice.

- The Rejection Days window is determined by the specific Business Application on the GT&C. Each Business Application may have different number of days to allow the Requesting Agency to reject an Invoice transaction.

- The Rejection Days are calculated based on the Transaction Date (when the Invoice was created in G-Invoicing) or Performance Date (when the service or good occurred and settlement was initiated for the event)

  - Rejection Days will use the Transaction Date when the Invoice's Performance Date is back dated into the past

  - Rejection Days will use the Performance Date when the Invoice's Performance Date is future dated or it's later than the date of the Transaction Date
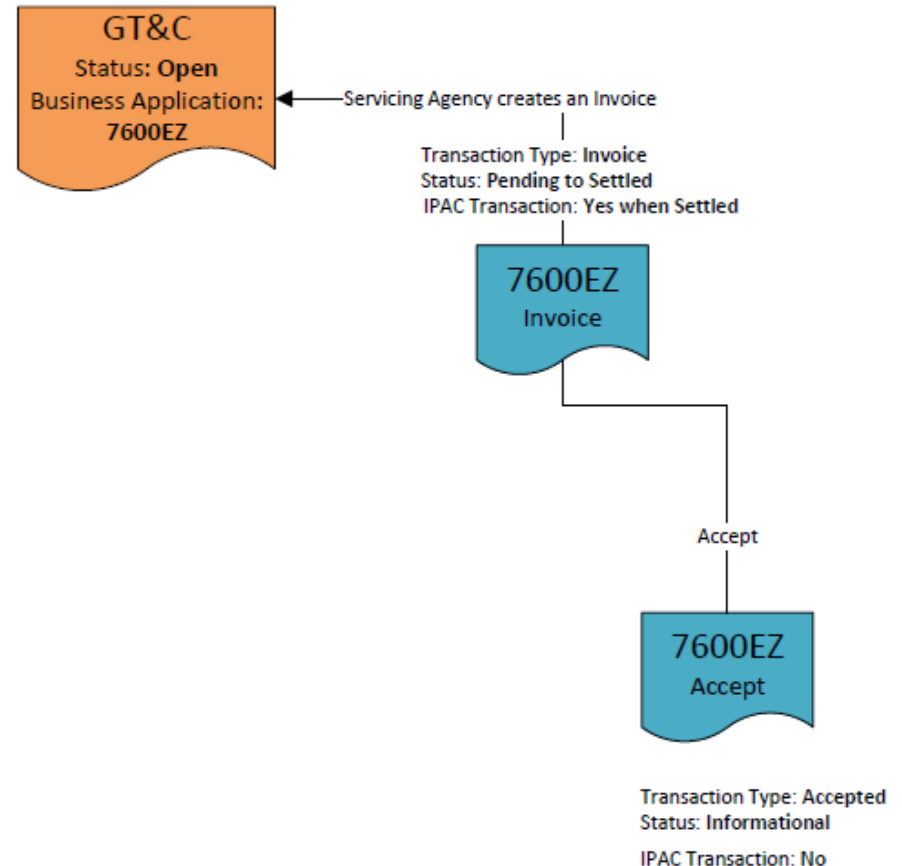
3) Deleted Transaction

- The Requesting Agency may Delete an Accepted or Rejected transaction that is in Informational status, which is a status update and not a transaction type.

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7600EZ – Accepted Transaction

Requesting Agency accepts an Invoice

Additional Information

- Accepted transactions are optional and aren't required for Invoice funds transfers to occur
- Accepted transactions are always Informational
  - ➤ Does not affect settlement
- Accepted transactions may be submitted on either Pending or Settled Invoice
  - ➤ Accepted transactions are not allowed when an Invoice already has a referencing Accepted or Rejected transaction (that is not in Deleted status)
- Requesting Agency may delete an Accepted transaction to allow a new Accepted or Rejected transaction to be submitted

GT&C
Status: **Open**
Business Application: **7600EZ**

Servicing Agency creates an Invoice

Transaction Type: Invoice
Status: Pending to Settled
IPAC Transaction: Yes when Settled

7600EZ
Invoice

Accept

7600EZ
Accept

Transaction Type: Accepted
Status: Informational
IPAC Transaction: No

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7600EZ – Rejected Transaction

Requesting Agency rejects an Invoice <u>within the Rejection Days window</u>
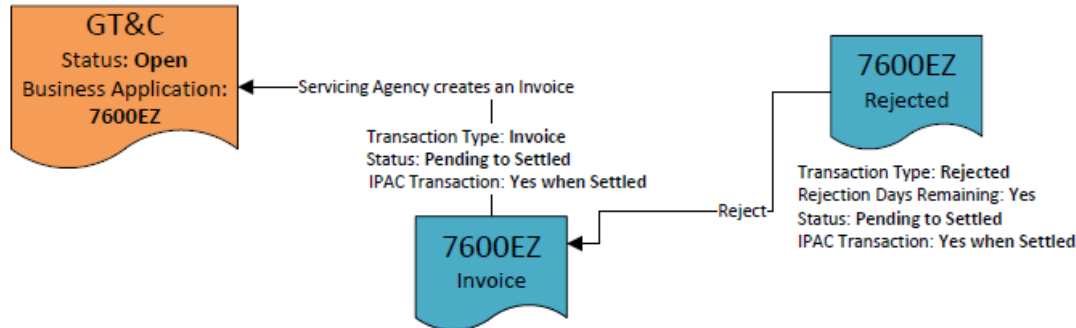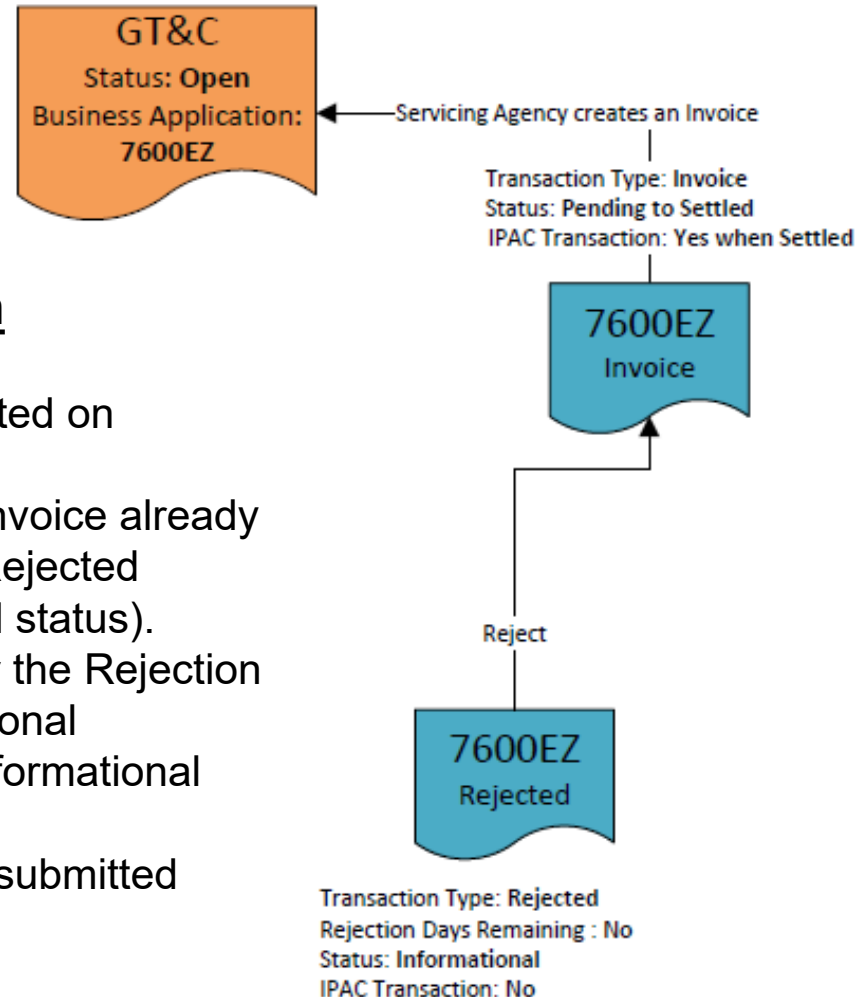

<u>Additional Information</u>

- Rejected transactions are optional
- Rejected transactions may be submitted on Pending or Settled Invoices
  - ➢ Rejected transactions are not allowed when an Invoice already has a referencing Accepted or Rejected transaction (that is not in Deleted status).
- Rejected transactions submitted within the Rejection Days window will go from Pending to Settled Status
- Rejected transactions will prevent settlement from occurring on the Performance Date – when it's submitted within the Rejection Days window
- The Requesting Agency is not allowed to delete a Rejected transaction that's in Settled status

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7600EZ – Rejected Transaction

Requesting Agency rejects an Invoice <u>after the Rejection Days window</u>
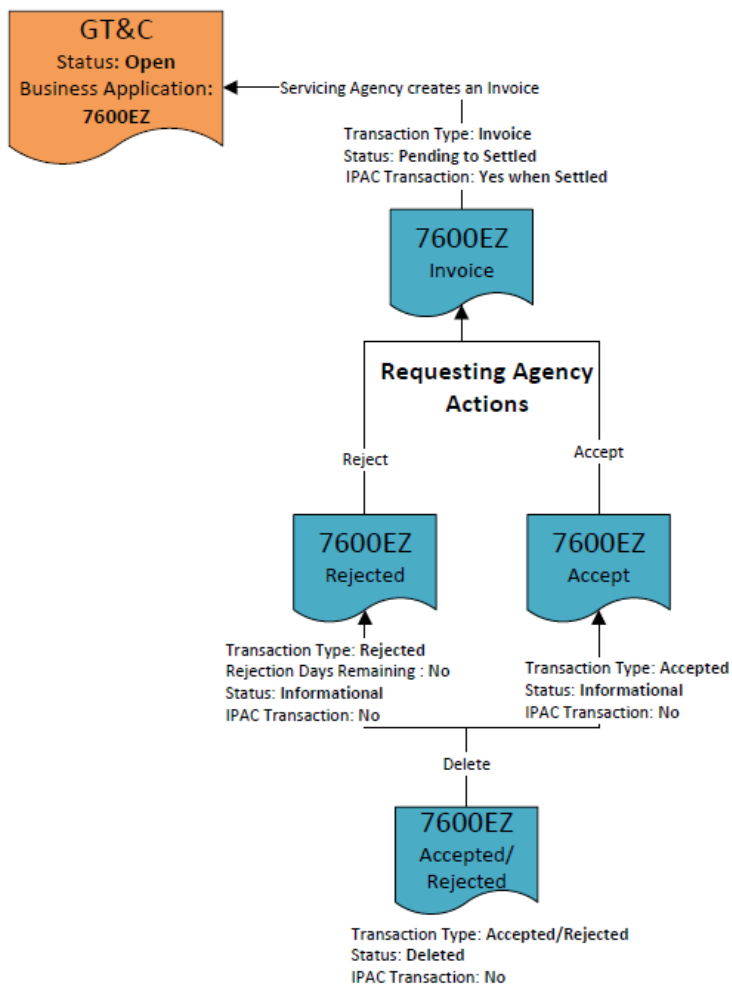

Additional Information

- Rejected transactions are optional
- Rejected transactions may be submitted on Pending or Settled Invoices
  - ➤ Rejected not allowed when an Invoice already has a referencing Accepted or Rejected transaction (that's not in Deleted status).
- Rejected transactions submitted after the Rejection Days window will always be Informational
- Requesting Agency may delete an Informational Rejected transaction to allow a new Accepted/Rejected transaction to be submitted

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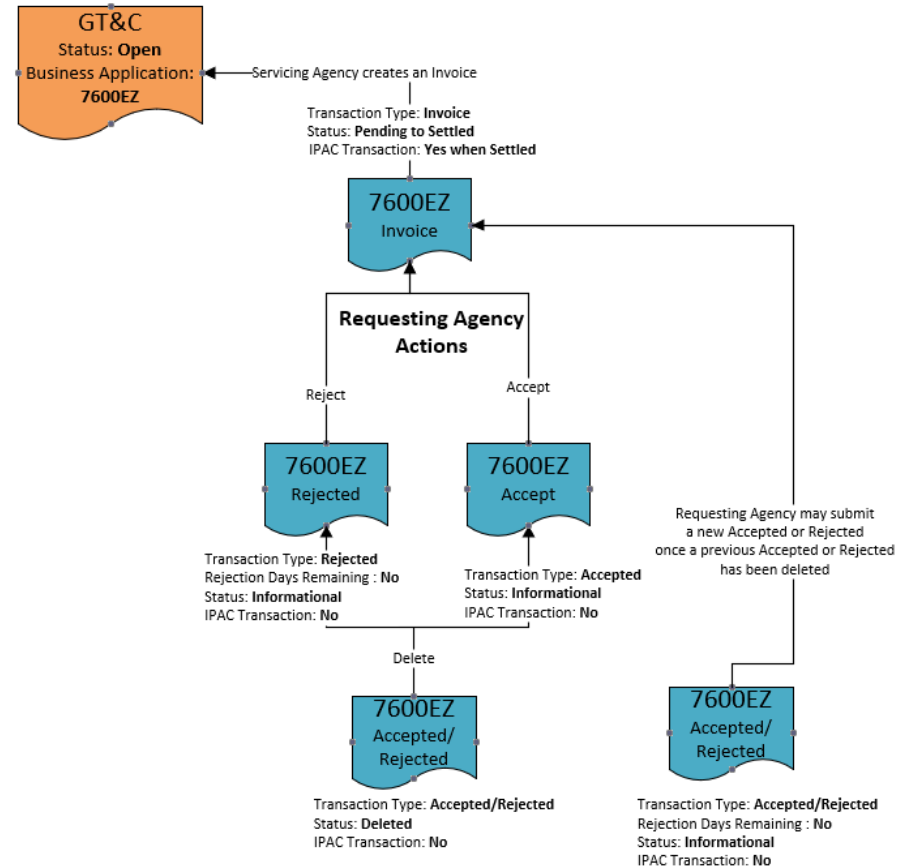
7600EZ - Deleted Transactions

Requesting Agency deletes an Accepted or Rejected transaction

Additional Information

- May only Delete an Accepted or Rejected transaction that's in Informational status
- The Accepted or Rejected transaction status will change from Informational to Deleted
- Deleted status transactions are accessible through the UI and API

GT&C
Status: **Open**
Business Application: **7600EZ**

Servicing Agency creates an Invoice

Transaction Type: Invoice
Status: Pending to Settled
IPAC Transaction: Yes when Settled

7600EZ
Invoice

Requesting Agency Actions

Reject

Accept

7600EZ
Rejected

7600EZ
Accept

Transaction Type: Rejected
Rejection Days Remaining : No
Status: Informational
IPAC Transaction: No

Transaction Type: Accepted
Status: Informational
IPAC Transaction: No

Delete

7600EZ
Accepted/
Rejected

Transaction Type: Accepted/Rejected
Status: Deleted
IPAC Transaction: No

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7600EZ – New transactions after Deleted

Requesting Agency may submit a new Accepted or Rejected transaction to the Invoice, once the previous referencing transaction has been Deleted

<u>Additional Information</u>

- There may only be one "active" referencing Requesting Agency transaction on an Invoice.
  - ➢ To replace an Accepted with a Rejected or vice-versa, the Requesting Agency must Delete the prior transaction before submitting the new referencing Accepted or Rejected transaction.
- Deleted transactions will be viewable in the UI and available in the Pull API

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7600EZ – Reversals after Requesting's Action

Servicing Agency may submit a Reversed transaction after the Requesting Agency submits an Informational Accepted or Rejected transaction to the Invoice

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