



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 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.