GPO

# GUIDELINES FOR REQUESTING AGENCY
# G-INVOICING NON-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.

## Partner Information

- Comments Field:  Enter the Billing Address Code(s) (BAC) your agency will be entering on the GPO forms (SF1, 2511, etc.) for this Order.  If you intend to use all BACs under a specific ALC, enter "All BACs under specified ALC".

## 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

- 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 - **NO**
- Object Class Code – **24.0 Printing and reproduction**
- Bona Fide Need – To be determined by the Requesting Agency.

**FOR QUESTIONS OR SUPPORT EMAIL GINV@GPO.GOV**