



Getting Started with GSA FAS Assisted Acquisition Services (AAS) 7600B - Order

A Client Quick Reference Guide to Completing the 7600B Form

Note: GSA FAS AAS has not yet implemented the G-Invoicing system. All interagency agreements will be executed using Treasury forms 7600A, 7600B, and supporting documents.

1. You (the Buyer, the Requesting Agency) will need the following information:

| What you'll need to fill in the 7600B: | What is it? |
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| Your Order Tracking Number | <p><i>The internal tracking number for the Order. This number is generated and maintained by your Agency's internal system. Agencies are required to use this field to associate their own Order numbers with the G-Invoicing Order.</i></p> <p><i>During transition time,</i></p> <ul style="list-style-type: none">- <i>Using a non-obligating template of the 7600B, Please enter is not applicable since the attached Funding Document Number will be entered in the ASSIST system.</i>- <i>Using the obligating template of the 7600B, enter Funding Document Number in the Order Number field.</i> |
| Your Order Modification Number | <p><i>Sequential order modification number... 0 for new, increment 1 for each subsequent Order Modification.</i></p> |
| Your Order Created Date | <p><i>Date when order is created, which can be different from your Order PoP start date.</i></p> |
| Order Period of Performance (Start/end date) | <p><i>This is your Order period of performance. The Order start and end date must fall within the dates on the parent 7600A GT&C (line 4)</i></p> |
| Your Agency Location Code (ALC) | <p><i>ALC on the Order must be populated with an ALC listed from the parent 7600A GT&C (block 1 -Agency Information)</i></p> <p><i>Note: Must be an active ALC. Only one ALC may be included on each Order.</i></p> |

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| <p>Your Agency Name</p> | <p><i>Your agency name must be the same as the parent 7600A GT&C (block 1 -Agency Information).</i></p> <p><i>Note: If your agency account is active in the G-Invoicing system, the Agency Name on the 7600B should align with the Agency Account Name within the G-Invoicing system. However, if your agency is not enrolled in the G-Invoicing system, then the Agency Name should be as descriptive as possible.</i></p> |
| <p>Your Group Name <i>Someone will need a Treasury G-Invoicing account to find the available groups for your agency.</i></p> | <p><i>Please refer back to the parent 7600A GT&C for the selected group name (block 1 -Agency Information). Enter the group name from Primary and/or Subordinate groups from the associated 7600A GT&C obligating fund under this Order. Only one selection can be made.</i></p> <p><i>The Department of Treasury is introducing a new hierarchical structure for all federal agencies for their G-Invoicing system. Your finance office has likely established a list of Groups for your agency. You'll need to select the Group that you belong to and provide that, even though we have not yet adopted G-Invoicing.</i></p> |
| <p>Your Group Description</p> | <p><i>Not applicable until transition to the G-invoicing system. This field will auto populate in the G-Invoicing system based on your group selection.</i></p> <p><i>Enter Not applicable during transition time.</i></p> |
| <p>Your Cost Center (optional)</p> | <p><i>This is an internal financial classification number that you may want to be applied to this document. We (AAS) do not use this information. Your finance office may provide one.</i></p> |
| <p>Your Business Unit (optional)</p> | <p><i>This is an internal financial classification number that you may want to be applied to this document. We (AAS) do not use this information. Your finance office may provide one.</i></p> |
| <p>Your Department ID (optional)</p> | <p><i>This is an internal financial classification number that you may want to be applied to this document. We (AAS) do not use this information. Your finance office may provide one.</i></p> |
| <p>Unique Entity Identifier (UEI)</p> | <p><i>UEI is an optional field in the G-Invoicing system but AAS requires you to supply this info. You may include a DUNS or DoDAAC number.</i></p> |
| <p>Funding Office Code</p> | <p><i>You will need to provide your Funding Office Code (this is needed for FPDS reporting). This field is optional in the G-Invoicing system but AAS requires you to supply this info. Please coordinate with your financial office to locate this data. This field may contain up to 6 alphanumeric characters.</i></p> |

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| Funding Agency Code | <i>You will need to provide your Funding Agency Code (this is needed for FPDS reporting). This field is optional in the G-Invoicing system but AAS requires you to supply this info. Please coordinate with your financial office to locate this data. This field may contain up to 4 alphanumeric characters.</i> |
| Statutory Authority Fund Type Code | <i>For GSA AAS supported Order, Fund Type must Revolving Fund (RF). The Economy Act does not apply. If using the G-Invoicing system, the default authority is the Economy Act. Please ensure the Revolving Fund (RF) is selected before submitting.</i> |
| Statutory Authority Fund Type Title | <i>For GSA AAS supported Orders, you must enter Acquisition Services Fund (ASF).</i> |
| Statutory Authority Fund Type Citation | <i>For GSA AAS supported Orders, please enter 40 USC 321.</i> |
| Line Number | <i>AAS is recommending using one line and schedules nested under this line. Please enter 1. Line number can be up to 5 numeric characters.</i> |
| Order Line Status | <i>This is a G-Invoicing system generated field. Please mark Active prior transitioning to the G-Invoicing system.</i> |
| Item Code | <i>For all AAS supported Order, please enter R707.</i> |
| Item Description | <i>For all AAS supported Order, please enter Support - Management: Contract/Procurement/Acquisition Support</i> |
| Line Costs Units of Measure (UOM) | <i>DO- Dollars must be entered for all AAS supported Orders.</i> |
| Unit of Measures Description | <i>US Dollars must be entered for all AAS supported Orders.</i> |
| Type of Service Requirements | <i>Type of service requirement shall be (S) Severable or (NS) Non-Severable.</i> |
| Schedule Number | <i>The sequential sub-line structure below an Order Line. It contains detailed financial information and shipping information. These should be numbered in a manner to help associate the schedule with the line numbers. Example: 1, 2, 3, etc. If you have multiple lines Schedules, please use the schedule continuation page.</i> |
| Advance Payment Indicator | <i>Please select No.</i> |
| Schedule Status | <i>This is a G-Invoicing system generated field. Please mark Active prior transitioning to the G-Invoicing system.</i> |
| Schedule Unit Cost/Price | <i>For all AAS Orders, please enter \$1.00</i> |
| Order Schedule Quantity | <i>Please enter your Schedule dollar amount.</i> |

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| Order Schedule Amount | <i>The total amount of this schedule (Original plus any Modifications). This is the Unit Cost (box 63) multiplied by Quantity (box 66). G-Invoicing will auto calculate this figure. Please input manually during transition.</i> |
| Agency Treasury Account Symbol (TAS) | <i>Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format. Please coordinate with your agency financial POC and supply valid TAS.</i> |
| Agency Business Event Type Code (BETC) | <i>You will have the following selections: DISGF or DISNGF</i> |
| Bona fide Need | <i>Please enter a brief description of product/services procured using this Schedule funding. This field is upto 150 alphanumeric characters long.</i> |
| Order Agency Point of Contact | <i>Please provide the name, email, phone number of this Order Agency Point of Contact. This POC should be able to provide and coordinate over Order related inquiries.</i> |
| Funding Official Approvals | <i>Please provide (name, title, phone, and Email) of the funding POC. This POC should be someone in your agency's Financial Office. During transition, offline signatures will be accepted. When live inG-Invoicing, Order signature will be routed automatically based on your agency roll base account structure.</i> |
| Program Official Approvals | <i>Please provide (name, title, phone, and Email) of your Program POC. During transition, offline signatures will be accepted. When live in G-Invoicing, Order signature will be routed automatically based on your agency role based account structure.</i> |
| Agency Preparer Information | <i>Please provide (name, phone, and Email) of the Order preparer.</i> |

2. Provide a completed, draft copy of the 7600B to AAS.
3. AAS (the seller, the servicing agency) will provide the following:

| What you'll get: | What is it? |
|---|--|
| A completed 7600B (Order) form and an appendix with additional details supporting the Order for your review and signature. | <i>This is the Department of Treasury's standard form 7600B (Order) filled in with the "buyer" information that you provided and the "seller" information that AAS will provide. It includes all of our requirements to support you with an interagency assisted acquisition. <i>This is the document you will be asked to review and sign.</i></i> |

4. After you sign the document, we will countersign to create an official Order between you and AAS!

Now we can start working on your requested procurement.