

Frequently Asked Questions

G-Invoicing and FEDLINK

→ Questions

What is G-Invoicing?

Where do I find more information about G-Invoicing?

Do we have to use G-Invoicing with FEDLINK?

What if my agency does not use G-Invoicing?

How is using G-Invoicing different from establishing a FEDLINK IAA?

Do we need an account in G-Invoicing?

How often do I need to log in to G-Invoicing to maintain access?

What are the first steps for using G-Invoicing?

Who creates the documents in G-Invoicing?

What forms does D-Invoicing use?

Why does FEDLINK need broad descriptions of items on the GT&C (7600A) rather than just a list of what we are buying?

How do I describe purchases on my 7600B G-Order?

What is an Agency Location Code (ALC)?

Do DoD departments (Air Force, Army, Navy) have new ALCs?

Can we use multiple Treasury Account Symbols (TAS) for the same G-Order (7600B)?

What happens after my GT&C with FEDLINK is complete?

How do I add funds to my GT&C?

How do I move funds?

What happens if we do not use IPAC or G-Invoicing to pay FEDLINK?



Contact Us

FEDLINK Main Number
(202) 707-4800

FEDLINK Hotline
(202) 707-4900

Email: fliccffe@loc.gov

→ What is G-Invoicing?

G-Invoicing is the U.S. Department of the Treasury's web-based application to manage intragovernmental buy and sell transactions between two federal agencies. Treasury mandated G-Invoicing implementation for new orders beginning October 1, 2022.

→ Where do I find more information about G-Invoicing?

Visit the [Treasury Department's G-Invoicing page](#) for more information and G-Invoicing [training resources](#). Contact your agency's G-Invoicing implementation team to learn how it is implementing G-Invoicing and creating interagency agreements (IAAs) with FEDLINK.

- If you need assistance to identify your agency's team, email the Treasury's Bureau of Fiscal Service at IGT@fiscal.treasury.gov.

→ Do we have to use G-Invoicing with FEDLINK?

If your agency uses G-Invoicing, you must use G-Invoicing to complete your FEDLINK agreement. Select the G-Invoicing option on the registration form, and we will process your orders in G-Invoicing.

→ What if my agency does not use G-Invoicing?

FEDLINK does offer an option to create IAAs outside of G-Invoicing, but the Treasury Scorecard monitors IPAC usage and treats new transactions outside of G-Invoicing as being "non-compliant."

- NAF funds may continue creating FEDLINK IAAs outside of G-Invoicing and use commercial bank ACH transactions for payment.

→ How is using G-Invoicing different from establishing a FEDLINK IAA?

The G-Invoicing format is different, but the terms of FEDLINK's IAAs are the same. G-Invoicing uses Treasury's Form 7600A for the General Terms and Conditions (GT&C) and Form 7600B for annual orders. These forms separate the clauses of the agreement into fields with titles and section labels. FEDLINK uses the text from its original IAA to complete the G-Invoicing 7600A.

- FEDLINK continues to offer multi-year IAAs via G-Invoicing. Creating a multi-year GT&C (7600A) can save you time in future years. Each year, you can make an annual order for that year's requirements on the 7600B form.

→ Do we need an account in G-Invoicing?

Yes. Contact your agency's G-Invoicing team for your agency's requirements. If you need assistance with identifying your agency's team, email the Treasury's Bureau of Fiscal Service at IGT@fiscal.treasury.gov.

→ How often do I need to log in to G-Invoicing to maintain access?

Be sure to log into G-Invoicing within the first 90 days of receiving your user ID and password. Once you log in to G-Invoicing and establish a permanent password, log in to the system at least once every 120 days to avoid losing access. After 13 months of inactivity, G-Invoicing will permanently archive your account. As a courtesy, Treasury sends users reminders that their accounts are at risk of being disabled due to inactivity.

→ What are the first steps for using G-Invoicing?

Begin the process by completing a [FEDLINK registration form](#), and email it to FEDLINK at fliccffe@loc.gov.

Identify everyone in your agency who must provide approvals and/or signatures. GT&C (7600A) and the G-Orders (7600B) require two signatures from your agency and two signatures from FEDLINK. This may require approvals from offices not previously involved with FEDLINK IAAs. If an estimated value of a five-year GT&C crosses financial thresholds at your agency, you may require a higher-level signatory than in the past.

- Check with your agency's G-Invoicing administrator to ensure the signatories have the required credentials to access the G-Invoicing system.

→ Who creates the documents in G-Invoicing?

Either your agency or FEDLINK can initiate the GT&C (7600A) and/or the G-Order (7600B). Box 3 of the 7600A will indicate the party initiating the orders.

Once selected, Treasury's system will not allow any changes to the ordering party; the selection is permanent for the life of the agreement. To change the selection, the only option is to cancel the GT&C (7600A) and begin anew.

Verify your agency's G-Invoicing operational requirements to determine if your agency or FEDLINK may initiate the GT&C and/or G-Orders.

- FEDLINK has been working with the G-Invoicing system since October 2022 and is happy to create the GT&C and the G-Order on your behalf. Our experience can reduce some of the challenges encountered when using G-Invoicing.

→ What forms does G-Invoicing use?

G-Invoicing uses two forms:

- » Part 1 - General Terms and Conditions Agreement ([FS Form 7600A](#))
- » Part 2 - Orders and Funding Information ([FS Form 7600B](#))

→ Why does FEDLINK need broad descriptions of items on the GT&C (7600A) rather than just a list of what we are buying?

It is best to describe the nature of the desired products and services in a way that FEDLINK can use to develop the best solutions for meeting your requirements. If you are very specific about what you are purchasing, FEDLINK may be limited in determining the best option for a competitive purchase.

→ How do I describe purchases on my 7600B G-Order?

FEDLINK recommends using one line on the order with two supporting schedules.

- » The Line contains the total amount of the IAA.
- » Schedule 1 lists the services/goods.
- » Schedule 2 lists the total fees.

- Your list of products and services is on the FEDLINK Registration Form which is attached to the G-Order.

Line 1
Schedule 1
Schedule 2
G-Invoicing System

→ What is an Agency Location Code (ALC)?

An ALC is an eight-digit numeric symbol that identifies the agency accounting and/or reporting office and the Department of the Treasury financial centers. Treasury uses this code to ensure correct financial reporting.

- Be sure to ask your agency's financial office for the correct ALC as some changed during the G-Invoicing implementation.

→ Do DoD departments (Air Force, Army, Navy) have new ALCs?

Many programs within the DoD have new ALCs. If your current ALC is either 00008522 or 00003801, please verify the number with your budget office as it may have changed since the G-Invoicing implementation.

→ Can we use multiple Treasury Account Symbols (TAS) for the same G-Order (7600B)?

Yes. Each schedule has a Treasury Symbol, and you may use one TAS to order products and services and a different TAS for FEDLINK fees. If you need to split the advance or the fees among different symbols, please email FEDLINK at fliccffe@loc.gov for assistance.

→ What happens after my GT&C with FEDLINK is complete?

After both your agency and FEDLINK approve the GT&C (7600A), the party designated in the GT&C (7600A) creates the G-Order (7600B). After review and approval by both your agency and FEDLINK, funds settle and transfer to FEDLINK. We can then process both your assisted acquisition orders and vendor payments in the Library of Congress financial system.

→ How do I add funds to my GT&C?

If your existing GT&C (7600A) indicates the agreement type is multiple orders (indicated in Box 7), you can add funds using a G-Order (7600B) form. This a new G-Order, not the amendment of a prior one.

→ How do I move funds?

Because your GT&C (7600A) has just one line for all your products and services, FEDLINK moves your funds in its accounting system. FEDLINK documents any moves from your pre-award accounts ("Z" Accounts) to a line for a specific purchase. These moves, and every product/service you have purchased, appear on your FEDLINK monthly statement.

→ What happens if we do not use IPAC or G-Invoicing to pay FEDLINK?

FEDLINK will continue to accept payments via ACH (Automated Clearing House electronic transfers) from the member's commercial bank account for payments of Nonappropriated Funds (NAFs).