

**UNITED STATES GOVERNMENT
ORDER FORM
FS FORM 7600B**



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity.
In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 6, Section 9.

<https://www.fiscal.treasury.gov/g-invoice/>

G-Invoicing Required Fields have an (*)

NEW OR MODIFIED ORDER			
1.	*Order Number	Order Number:	
		Modification Number:	
2.	*General Terms & Conditions (GT&C) Number (Associated with this Order):		
3.	*Order Date (YYYY-MM-DD):		
PARTNER INFORMATION			
4.	*Assisted Acquisition Indicator	<input type="radio"/> Yes <input type="radio"/> No	
5.	*Period of Performance	Start Date:	End Date:
		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)	47000016	
7.	*Agency Name	US General Services Administration	
8.	Cost Center		
9.	Business Unit		
10.	Department ID		
11.	Order Tracking Number		
12.	Agency Business Partner Network (BPN)		
AUTHORITY INFORMATION			
		Requesting Agency (Buyer)	Servicing Agency (Seller)
13.	*Statutory Authority Fund Type Code	<input type="radio"/> Franchise Fund <input type="radio"/> Revolving Fund <input type="radio"/> Economy Act <input type="radio"/> Other Authority <input type="radio"/> Working Capital Fund	<input type="radio"/> Franchise Fund <input type="radio"/> Revolving Fund <input type="radio"/> Economy Act <input type="radio"/> Other Authority <input type="radio"/> Working Capital Fund
14.	Statutory Authority Fund Type Title		
15.	Statutory Authority Fund Type Citation		
16.	Program Authority Title		
17.	Program Authority Citation		
ADVANCE INFORMATION (Required by Serving Agency if there is an advance.)			
18.	Advance Revenue Recognition Methodology	<input type="radio"/> Straight Line <input type="radio"/> Accrual per Work Completed <input type="radio"/> Monthly <input type="radio"/> Other	
19.	Advance Revenue Recognition Description (required if "Other")		
20.	Advance Payment Authority Title		
21.	Advance Payment Authority Citation		

22.	Total Advance Amount						
DELIVERY INFORMATION (Requesting Agency completes this section.)							
23.	*FOB Point	<input type="radio"/> Source/Origin	<input type="radio"/> Destination	<input type="radio"/> Other			
24.	Constructive Receipt Days	(Calendar Days) *Required if Destination/Other is checked on line 23.					
25.	Acceptance Point	<input type="radio"/> Source/Origin	<input type="radio"/> Destination	<input type="radio"/> Other			
26.	Place of Acceptance						
27.	Inspection Point	<input type="radio"/> Source/Origin	<input type="radio"/> Destination	<input type="radio"/> Other			
28.	Place of Inspection						

ORDER BILLING (Servicing Agency completes.)							
29.	*Billing Frequency	Please Select One:					
30.	Billing Frequency Explanation						

ORDER BILLING (Requesting Agency completes.)							
31.	Priority Order Indicator	<input type="radio"/> Yes	<input type="radio"/> No				
32.	Capital Planning and Investment Control (CPIC)	<input type="radio"/> Yes	<input type="radio"/> No				

LINE ITEMS (Additional Lines/Schedules may be added using the + button after Block 93)							
33.	*Line Number						
34.	Order Line Status						
35.	*Item Code						
36.	*Item Description						
37.	*Line Costs Unit of Measure (UOM)						
38.	*Unit of Measure (UOM) Description						
39.	Total Line Costs						
40.	Order Line Advance Amount						
41.	Product/Service Identifier						
42.	*Capitalized Asset Indicator						
43.	Item UID Required Indicator						
44.	*Type of Service Requirements						

SCHEDULE SUMMARY (Additional Lines/Schedules may be added using the + button after Block 93)							
45.	*Schedule Number						
46.	Advance Pay Indicator						
47.	*Cancel Status (schedule)						
48.	*Schedule Unit Cost/Price						
49.	*Order Schedule Quantity						
50.	Order Schedule Amount						

SCHEDULE FUNDING INFORMATION																	
		Requesting Agency (Buyer)						Servicing Agency (Seller)									
51.	*Agency TAS	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
												047			X	4534	001

52.	*Agency Business Event Type Code (BETC)	DISB	COLL
53.	Agency Business Partner Network (BPN) + 4		
54.	Object Class Code		
55.	Additional Accounting Classification		
56.	*Description of Products and/or Services, including Bona Fide Need for this order. (Buyer only)		
SLOA INFORMATION (*To capture Agency Internal Accounting)			
57.	Accounting Classification Reference Number		
58.	Reimbursable Flag	<input type="radio"/> Yes <input type="radio"/> No	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
59.	Federal Award Identifier Number (FAIN)		
60.	Unique Record Identifier (URI)		
61.	Activity Address (AAC)		
62.	Budget Line Item		
63.	Budget Fiscal Year		
64.	Security Cooperation (FMS)		
65.	Security Cooperation Implementing Agency Code		
66.	Sub-Allocation		
67.	Agency Accounting Identifier		
68.	Funding Center Identifier		
69.	Cost Center Identifier		
70.	Project Identifier		
71.	Activity Identifier		
72.	Cost Element Code		
73.	Work Order Number		
74.	Functional Area		
75.	Agency Security Cooperation Case Designator		
76.	Parent Award Identifier (PAID)		
77.	Procurement Instrument Identifier (PIID)		
SCHEDULE SHIPPING INFORMATION			
78.	Ship To Address Identifier		
79.	Ship To Agency Title		
80.	Address 1		

81.	Address 2	
82.	Address 3	
83.	Ship To City	
84.	Ship To Postal Code	
85.	Ship To State	Alabama
86.	Ship To Country Code	
87.	Ship To Location Description	
88.	Delivery/Shipping Information for Product Special Shipping Information	
89.	Delivery/Shipping POC Name	
90.	Delivery/Shipping Information for Product POC Title	
91.	Delivery/Shipping Information for Product POC E-mail Address	
92.	Delivery/Shipping Information for Product POC Telephone Number	
93.	Agency Additional Information	Please see the attached GSA Disclaimer

AGENCY POINT OF CONTACTS (POC)		
	Requesting Agency (Buyer)	Servicing Agency (Seller)
94.	*Agency POC Name	Katrina Winfrey
	*Agency POC E-mail	katrina.winfrey@gsa.gov
	*Agency POC Phone No.	404-331-1143
	Agency POC Fax No.	
AGREEMENT APPROVALS		
FUNDING OFFICIAL		
The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.		
	Requesting Agency (Buyer)	Servicing Agency (Seller)
95.	*Funding Official Name	Margaret Smartt
	*Signature	
	Funding Official Title	Financial Management Analyst
	*Funding Official E-mail	mfaye.smartt@gsa.gov
	*Funding Official Phone No.	4043313287
	Funding Official Fax No.	
	*Funding Official Date Signed	
PROGRAM OFFICIAL		
The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.		
	Requesting Agency (Buyer)	Servicing Agency (Seller)
96.	*Program Official Name	Katrina Winfrey
	*Signature	
	Program Official Title	Financial Manger
	*Program Official E-mail	katrina.winfrey@gsa.gov
	*Program Official Phone No.	4043311143
	Program Official Fax No.	
	*Program Official Date Signed	
AGENCY PREPARER INFORMATION		
Requesting Agency (Buyer)		
97.	*Name	
	*Phone No.	
	*E-mail Address	



The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

Payment

- Reimburse GSA for all telecommunication services utilized by the Agency.

GSA Fee

- Fee for the GSA OTS Full Service Program = 30% of the Costs of Vendor Services for the Agreement Period.

Funding

- Please be advised that GSA/FAS does not track funding levels on behalf of ordering agencies. GSA/FAS acknowledges that agencies may require signed documents for internal procedures in order to post obligations against their respective telecommunications appropriations; however, any tracking of funds against this Interagency Agreement (or amendments) is/are the sole responsibility of the ordering agency. GSA/FAS assumes no responsibility for tracking the actual billings against the obligation.

- It is the sole responsibility of the client to track their respective obligations and expenses and adjust funding obligations as required, providing an adjusted funding document (ex:7600B, MIPR, etc- amended) to GSA as appropriate.

- Should the client expend all funds committed to the IA and the client does not apply additional funds that allow for the current billings to be paid promptly GSA/FAS may terminate services. Disputes/Chargebacks

- Local service customers with disputes identified by the agency must notify GSA via Email: telecomdisputes@gsa.gov (provide statement number, dispute specifics, and contact name and number who can work with GSA to resolve the dispute). GSA has 3 business days to acknowledge dispute receipt and 60 days to respond/resolve the disputes. Chargebacks will only be permitted with concurrence of both parties.

- Networkx customers with vendor disputes must work with their vendors to address and resolve disputes. For non-vendor billing or IPAC issues please contact GSA via Email: networkxbillingissues@gsa.gov (provide statement number, dispute specifics, and contact name and number who can work with GSA to resolve the dispute). GSA has 3 business days to acknowledge dispute receipt and 60 days to respond/resolve the disputes. Chargebacks will only be permitted with concurrence of both parties. WITS 3 vendor disputes must work with their vendors to address and resolve disputes. For non-vendor billing issues please contact GSA via Email: telecomdisputes@gsa.gov (provide statement number, dispute specifics, and contact name and number who can work with GSA to resolve the dispute). GSA has 3 business days to acknowledge dispute receipt and 60 days to respond/resolve the disputes. Chargebacks will only be permitted with concurrence of both parties.

- If the above account chargeback procedures are not followed or chargebacks cannot be resolved in a timely manner GSA will place the Agency Account 'on hold' (moves, adds and changes will not be allowed or processed) and will result in termination of services by GSA.

- The Requesting Agency may dispute the contents of a billing invoice. Any dispute must be submitted within 90 days upon receipt of the billing invoice.

- Any request to adjust previously paid billing invoices must be submitted within 6 months of payment.