UNITED STATES GOVERNMENT ORDER INSTRUCTIONS for FS Form 7600B

BUREAU OF THE Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the 7600B Form are denoted with an (*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm

ORDER REQUIREMENTS AND FUNDING INFORMATION		
1.	**G Order Number**	The unique Order number that must be established between the Requesting Agency and Servicing Agency. This is a 20-character value (including hyphens) generated by the G-Invoicing application. Example: OYYMM-(Req. AID) - (Serv AID)-6 digit sequential Until your Agency transitions to G-Invoicing, each agency should populate their own unique tracking number in the Order Tracking Number field (below). These numbers do not need to be mutually agreed upon; however, a mutually agreed upon number could be used if both Agencies agree on one. The Order number will generate from the G-Invoicing application. Until both trading partners are using G-Invoicing, agencies will leave this field blank. Each agency's internal tracking number should be listed under the Order Tracking Number fields.
	***Order Tracking Number**	The internal tracking number for the Order. This number is generated and maintained by each Agency's internal system. Agencies are required to use this field to associate their own Order numbers with the G-Invoicing Order. Note: Many Agencies use this number as a reference in their systems to quickly identify an Order if issues need to be analyzed and resolved.
	G Modification Number	The unique number that identifies a Modification to the Order. The Modification Number is generated by G-Invoicing and added to the end of the Order number after the decimal. This incrementally increases after each Modification. Note**:** For a new Order, the Modification number will be 0. Authorization of a Modification to the Order requires approvals by both the Requesting and Servicing Agencies. Until your Agency transitions to G-Invoicing, please increment 1 number for any Modifications.
	G Order Status	Select the current status of the Order from the drop-down selection box.

2.	G **General Terms & Conditions (GT&C) Number (Associated with this Order)**	The GT&C number that is associated with the Order. This is a 20-character value generated by the G-Invoicing application. Example: AYYMM-(Req. AID)-(Serv AID)-6 digit sequential #. Until your Agency transitions to G-Invoicing, you need to reference the GT&C number or Agency Agreement Tracking Number from the 7600A). The GT&C number will generate from the G-Invoicing application. Until both trading partners are using G-Invoicing, agencies will leave this field blank. Each agency's internal tracking number may be listed on the 7600A under the Agency Agreement Tracking Number fields.
3.	***Order Date (yyyy/mm/dd)**	The date the Order was initiated. System generated in G-Invoicing.
	PARTNER INFORMATION	
4.	***Assisted Acquisition Indicator**	Identifies if the Order is for Assisted Acquisitions (48 CFR Part 2) where the Servicing Agency performs activities such as awarding and administering a contract, task order, or delivery order. The corresponding GT&C must also allow Assisted Acquisitions. Select Y (Yes) or N (No)
5.	***Period of Performance**	The Period of Performance of the Order must fall within the 7600A GT&C agreement dates. Start Date (yyyy/mm/dd) - date on which the performance on the Order will start. End Date (yyyy/mm/dd) - date on which the performance on the Order will end. Note: This does not equate to the funding period of availability. Also, the form includes a separation for Original Base/Current Modification Start/End Dates and New/Proposed Modification Start/End Dates. Our intent here is to help agencies differentiate new Orders from modifications. Original (Base) Order data should be entered in the left column and proposed modification Order data should be entered in the right column. If multiple modifications occur, the newest proposed modification Order data should reflect in the right column and the current state data of the Order should reflect in the left column.
6.	***Agency Location Code (ALC)**	This is the unique identifier for a federal agency buying/selling goods and/or services. An ALC is an identifier for an accounting office within an agency that reports disbursements and collections to Treasury. Enter the 8 digit ALC. The ALC is available for selection in G-Invoicing. Until your Agency transitions to G-Invoicing, please locate the appropriate ALC in the Shared Accounting Module (SAM). (Requesting Agency) acquiring goods and/or services. Must be included on Requesting Agency ALC list in parent GT&C. (Servicing Agency) providing goods and/or services. Must be included on Servicing Agency ALC list in parent GT&C. Note: Must be an active ALC. Only one ALC may be included on each Order.
7.	***Agency Name**	Enter the G-Invoicing Agency Account Name that is used for this GT&C. This field is populated by G-Invoicing as part of an Agency's account setup. If the trading partners are in G-Invoicing, the Agency Name on the 7600B should align with the Agency Account Name within G-Invoicing. However, if a trading partner is not enrolled in G-Invoicing then the Agency Name should be as descriptive as possible.

8.	***Group Name**	This identifies the organization within an agency that are entering into the agreement and order transactions. If the trading partners are in G-Invoicing, the Group Name on the 7600B should align with a Group Name within the agency's account. However, if a trading partner is not enrolled in G-Invoicing then the Group Name should be as descriptive as possible. Example: Veterans Affairs, Hampton VA Medical Center.
9.	**[G] Group Description**	The description associated with the group name selected above is populated by G-Invoicing.
10.	**Cost Center**	Cost Center is an optional data element within G-Invoicing that Agencies may use to identify segments within the Organization. Cost Centers can be units within an Organization where managers are responsible for associated costs and for adhering to a budget. (Cost Centers are an expense for the Organization.) If using multiple data elements, please separate each with a comma. Note: This field is required if one or more Cost Centers were included on the 7600A. Only one data element may be chosen on the 7600B.
11.	**Business Unit**	Business Unit is an optional data element within G-Invoicing that Agencies may use to identify segments within the Organization. Business Units can be a segment of an Organization, such as Accounting. If using multiple data elements, please separate each with a comma. Note: This field is required if one or more Business Units were included on the 7600A. Only one data element may be chosen on the 7600B.
12.	**Department ID**	Department ID (Identifier) is an optional data element within G-Invoicing that Agencies may use to identify segments within the Organization. Department IDs can be a part of a larger Organization with a specific responsibility or devoted to one of several major tasks. If using multiple data elements, please separate each with a comma. Note: This field is required if one or more Department IDs were included on the 7600A. Only one data element may be chosen on the 7600B.
13.	**Unique Entity Identifier (UEI)**	A distinct number or other identifier which is used to identify a specific commercial, nonprofit, or Government entity. This field may include the DoDAAC number. Note: This field may contain up to 12 alphanumeric characters.
14.	**Funding Office Code (Buyer Only)**	The identification code for the office (or other Organizational entity) that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code supports requesting agency socioeconomic credit and post award reporting. Agencies use this field to identify the Buyer's Funding Office location identifier code for the agency transaction. The source for this code is the GSA Integrated Award Environment (IAE) Federal Hierarchy. From the FPDS-NG Contracting Offices spreadsheet, this would be the Contracting Office Code. If you aren't able to locate the appropriate code, you may need to work with your agency's Procurement Office to determine the appropriate Funding Office Code to use for this field. Note: This field is only required for Assisted Acquisitions (When Yes is selected in box 4 above). This field is conditionally required in G-Invoicing when the Assisted Acquisition Indicator is set to Yes. It's an optional field for everything else. This field may contain up to 6 alphanumeric characters.

15.	**Funding Agency Code (Buyer Only)**	The identification code for the agency that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code supports requesting agency socioeconomic credit and post award reporting. Agencies use this field to identify the Buyer's Funding Agency office location identifier code for the agency transaction. The source for this code is the GSA Integrated Award Environment (IAE) Federal Hierarchy. From the FPDS-NG Contracting Offices spreadsheet, this would be the Agency Code. If you aren't able to locate the appropriate code, you may need to work with your agency's Procurement Office to determine the appropriate Funding Agency Code to use for this field. Note: This field is only required for Assisted Acquisitions (When Yes is selected in box 4 above). This field is conditionally required in G-Invoicing when the Assisted Acquisition Indicator is set to Yes. It's an optional field for everything else. This field may contain up to 4 alphanumeric characters.
16.	**Comments**	Any comments associated with the Order. Agencies can utilize this optional field to provide additional information to their trading partner pertaining to the transaction.
AUTHORITY INFORMATION		
17.	***Statutory Authority Fund Type Code**	Identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal Agency. **A single Fund Type Code will be selected and agreed upon by both parties to govern the activity of the Order.** If multiple authorities apply, consider inserting the Servicing Agency's authority to provide goods and services in box 17 and other related program authorities in boxes 20 and 21. A job aid has been created by Fiscal Service Legal Counsel to assist agencies with selecting the appropriate single Fund Type Code and is available at the following link (https://www.fiscal.treasury.gov/g-invoice/resources.html#admin). Confer with your General Counsel's office if you are unsure which authority controls the Order. If both parties are unable to agree on a single authority, please ask that your General Counsel send an email to the IGT mailbox (IGT@fiscal.treasury.gov) summarizing the opposing views with supporting documentation provided and Fiscal Service Legal Counsel will help mediate those discussions. Any additional authorities mentioned in boxes 20 and 21 must be supplemental or harmonious authorities with the governing authority in box 17. For instance, citing to the Economy Act in box 17 and the Treasury Franchise Fund in box 20 is not permitted because those authorities are not harmonious in situations where the Administrative Resource Center is the Servicing Agency and is providing services under its franchise fund legislation. The Economy Act has a deobligation requirement and the Treasury Franchise Fund does not. In the case of conflicting authorities, box 17 controls. The default authority is the Economy Act, 31 U.S.C. 1535. If selected, ensure that the Requesting Agency has made determinations and findings as required by the Economy Act. If the Economy Act is cited in box 17, the deobligation requirement in the Economy Act (31 U.S.C. §1535(d)) does apply to this agreement. The Economy Act does not apply if a more specific statute applies. If the Requesting Agency purchases goods and services under a non-Economy Act authority, insert the citation for that unique authority in box 17. Those authorities might include Franchise Fund (FF), Revolving Fund (RF), Working

		Capital Fund (WC) or Other Authority (OA). Refer to the job aid for a list of sample authorities.
18.	**Statutory Authority Fund Type Title**	Authority fund type title is required for FF, RF, WC, or OA. **If Economy Act is selected in box 17, boxes 18 & 19 are optional data elements.** Example: NASA and a trading partner transaction exercising a NASA specific Authority. Identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal agency. Mandatory field allowing the Requesting Agency to provide authority to create transactions with the Servicing Agency. Notes: • This field may contain up to 100 alphanumeric characters. • If Economy Act is selected for Statutory Authority Fund Type Code, Fund Type Title is not required.
19.	**Statutory Authority Fund Type Citation**	Authority fund type title is required for FF, RF, WC, or OA. **If Economy Act is selected in box 17, boxes 18 & 19 are optional data elements.** Example: NASA and a trading partner transaction exercising a NASA specific Authority and citing: "Section 841 of the NASA Transition Authorization Act of 2017, Public Law 115-10" Identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal Agency. Mandatory field allowing the Requesting Agency to provide authority to create transactions with the Servicing Agency. Notes: • This field may contain up to 100 alphanumeric characters. • If Economy Act is selected for Statutory Authority Fund Type Code, Fund Type Citation is not required.
20.	**Program Authority Title**	This is the title associated with the authority that grants the Requesting/Servicing Agency program authority. Field allowing the Requesting Agency to provide authority to create transactions with the Servicing Agency. Agencies will use this field to discuss any other authorities that govern the Order. Even if a single authority such as the Economy Act applies to the Order, both parties may have additional restrictions that are noteworthy to incorporate into the Order. In particular, agencies may be subject to other programmatic, agency, Departmental, or Governmental limitations, restrictions, and exemptions. If any of the program authorities conflict with or are incongruent with the single authority cited in box 17, the parties should include an attachment explaining their interpretation of how the authorities govern the Order. Any additional authorities mentioned in boxes 20 and 21 must be supplemental or harmonious authorities with the governing authority in box 17. For instance, citing to the Economy Act in box 17 and the Treasury Franchise Fund in box 20 is not permitted because those authorities are not harmonious in situations where the Administrative Resource Center is the Servicing Agency and is providing services under its franchise fund legislation. The Economy Act has a deobligation requirement and the Treasury Franchise Fund does not. In the case of conflicting authorities, box 17 controls.

21.	**Program Authority Citation**	This is the citation associated with the authority that grants the Requesting Agency/Servicing program authority. Field allowing the Requesting Agency to provide authority to create transactions with the Servicing Agency.
ADVANCE INFORMATION (Information required by Servicing Agency if an Advance)		
22.	**Advance Revenue Recognition Methodology**	Identification of the methodology used to account for the Requesting Agency's expense and the Servicing Agency's revenue. Straight Line (S): When Revenue is recognized at a fixed increment each month. Accrual per work Completed (A): When Revenue is recognized as the work is completed. Monthly (M): When Revenue is recognized at a fixed monthly interval after calculating the accumulation of work delivered or completed. Other (O): Use this when it does not fit any of the other definitions.
23.	**Advance Revenue Recognition Description (required if "Other")**	When Advance Revenue Recognition is O (Other), this field identifies the specific frequency. The agency must populate this field with the frequency of the advance payment. Example: Weekly, Quarterly, Annually. Provide a description of the Advance Revenue Recognition methodology (box 23). Note: This field may contain up to 240 alphanumeric characters.
24.	**Advance Payment Authority Title**	For agreements with Advance Payment allowed, free-form text stating the Servicing Agency's specific authority that allows advances. Note: This field may contain up to 100 alphanumeric characters.
25.	**Advance Payment Authority Citation**	Required if Authority Fund Type equals Franchise Fund (FF), Revolving Fund (RF), Working Capital Fund (WC), or Other Authority (OA). Optional if Authority Fund Type equals Economy Act (EA). Must be provided for an Advance Order, must be aligned with a GT&C agreement with Advance Payment selected. Note: This field may contain up to 100 alphanumeric characters.
26.	**Total Advance Amount**	The total of all Order line advance amounts (Original Advance plus any prior Modifications). This would match the total in box 53. Note: For the math fields the form includes a separation for Original Base/Current Modification Total and New/Proposed Modification Total. Our intent here is to help agencies differentiate new Orders from modifications. Original (Base) Order data should be entered in the left column and proposed modification Order data should be entered in the right column. If multiple modifications occur, the newest proposed modification Order data should reflect in the right column and the current state data of the Order should reflect in the left column.

27.	**Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]**	For Modifications that affect the amount of the advance, indicate the addition (+) or reduction (-) amount in this field. This would match the total in box 54. Note: For the math fields the form includes a separation for Original Base/Current Modification Total and New/Proposed Modification Total. Our intent here is to help agencies differentiate new Orders from modifications. Original (Base) Order data should be entered in the left column and proposed modification Order data should be entered in the right column. If multiple modifications occur, the newest proposed modification Order data should reflect in the right column and the current state data of the Order should reflect in the left column.
28.	**Total Modified Advance Amount**	For Modifications that affect the amount of the advance, this total will be the resulting amount after applying the addition (+) or reduction (-) to the Advance amount prior to the Modification. This would be box 26 plus box 27 and must match the amount in box 55 for all lines. Note: For the math fields the form includes a separation for Original Base/Current Modification Total and New/Proposed Modification Total. Our intent here is to help agencies differentiate new Orders from modifications. Original (Base) Order data should be entered in the left column and proposed modification Order data should be entered in the right column. If multiple modifications occur, the newest proposed modification Order data should reflect in the right column and the current state data of the Order should reflect in the left column.
DELIVERY INFORMATION - Requesting Agency only		
29.	***FOB Point**	Specifies at what point the Servicing Agency transfers ownership of the goods or services to the Requesting Agency. Must be Source/Origin (S) or Destination (D) or Other (O). This identifies when Accounting transactions will be recorded into the financial management system. G-Invoicing uses this to determine which agency will initiate settlement in IPAC. FOB Source/Origin – Seller controls when the IPAC is generated based on the deliver/perform Performance Transaction. Fund settlement occurs immediately upon the Seller’s Performance Transaction. FOB Destination/FOB Other – Buyer controls when the IPAC is generated, either through received/accepted Performance Transaction or a lapse of constructive receipt days. Fund settlement occurs when the Buyer’s Performance Transaction is submitted or the constructive receipt days lapse, whichever occurs first. Until both agencies are ready submit Performance Transactions through G-Invoicing, agencies will need to follow agency specific guidelines in the interim. **Note**: Other (O) follows the rules of Performance for Destination (D) and should be used when the goods and services are being delivered/performed in a location other than the destination in which it is intended to be consumed. Example: A cargo consolidation location for shipment overseas.
30.	**Constructive Receipt Days**	Only required if Destination/Other is selected for FOB Point. For Performance Transactions this is the number of elapsed days before Requesting Agency receipt is assumed to occur. (Calendar Days)
31.	**Acceptance Point**	This field identifies whether the acceptance point for Goods being shipped is Source/Origin (S) or Destination (D).

32.	**Place of Acceptance**	This is the location (physical address) at which the goods or services will be accepted by the Requesting Agency. Note: This field may contain up to 100 alphanumeric characters.
33.	**Inspection Point**	This field identifies whether the Requesting Agency's inspection point for Goods being shipped is S (Source/Origin) or D (Destination).
34.	**Place of Inspection**	This is the location (physical address) at which the goods or services will be inspected by the Requesting Agency. Note: This field may contain up to 100 alphanumeric characters.
ORDER BILLING - Servicing Agency Completes		
35.	***Billing Frequency**	Servicing Agency provides the frequency of an occurrence for an item: Collection, bill, or invoice. Must be W (Weekly), M (Monthly), Q (Quarterly), or O (Other).
36.	**Billing Frequency Explanation**	If Other is selected as the Billing Frequency (box 36), the Servicing Agency user must add a free form text briefly explaining the Billing Frequency. Note: This field may contain up to 240 alphanumeric characters.
ORDER BILLING - Requesting Agency completes Note: For the Order Billing fields the form includes a separation for Original Base/Current Modification Total and New/Proposed Modification Total. Our intent here is to help agencies differentiate new Orders from modifications. Original (Base) Order data should be entered in the left column and proposed modification Order data should be entered in the right column. If multiple modifications occur, the newest proposed modification Order data should reflect in the right column and the current state data of the Order should reflect in the left column.		
37.	**Priority Order Indicator**	Identifies whether the Order is a high priority. Yes - High Priority and No - Not high priority.
38.	**Capital Planning and Investment Control (CPIC)**	Identifies whether the Information Technology (IT) goods or services have been screened to ensure compliance with CPIC requirements. This is an indicator that identifies if the goods will become a capital asset (if True/Yes is selected) or an expense (if False/No is selected). Select T (True) or F (False). Notes: • If unknown at time of brokering, agencies may leave this field blank. • Within the G-Invoicing application this value may be changed by Administrative Modification, which will not require reapproval.
39.	***Total Order Amount**	The sum of box 50 (Total Line Costs) across all lines.
40.	**Total Modification Amount**	The sum of box 51 across all lines. Note: We don't expect agencies to fill in data under the Original Base/Current Modification Total column for this field.
41.	**Total Modified Order Amount**	The Total Order Amount after applying any Modification amounts. The sum of box 39 (Total Order Amount) and box 40 (Total Modification Amount). This would be the sum of box 52 (Total Modified Line Costs) across all lines.
42.	**Total Modified Advance Order Amount**	The total of all Order line Advance amounts. This would be the total in box 28.
43.	**Net Order Amount**	This total represents the Net Billable Amount. It would be box 41 (Total Modified Order Amount) minus box 42 (Total Modified Advance Order Amount).

LINE ITEMS - Additional Lines/Schedules may be added using the + button after Box 116 Note: For the Line Item fields the form includes a separation for Original Base/Current Modification Total and New/Proposed Modification Total. Our intent here is to help agencies differentiate new Orders from modifications. Original (Base) Order data should be entered in the left column and proposed modification Order data should be entered in the right column. If multiple modifications occur, the newest proposed modification Order data should reflect in the right column and the current state data of the Order should reflect in the left column.		
44.	***Line Number**	The Order Line number is incremented for each line associated to a header. Example: 1, 2, 3, etc. Note: This field may contain up to 5 numeric characters.
45.	**[G] Order Line Status**	Shows the status of the Order line, Active or Cancelled.
46.	**[G] Item Code**	This is the Product Service Code/Federal Supply Code for the item or service associated with the Order. Item Code List is available on the Acquisitions.gov website https://www.acquisition.gov/psc-manual Navigable link: http://support.outreachsystems.com/resources/tables/pscs/
47.	***Item Description**	This is the basic description of the item between exchanged.
48.	***Line Costs Unit of Measure (UOM)**	For Reimbursable Agreements, enter the unit of measure for each Order Line, if applicable. (Example: EA-Each, GA-Gallon, LB-Pound, DO-U.S. Dollars). UOM G-Invoicing list available on the G-Invoicing website. https://fiscal.treasury.gov/files/g-invoice/unit-of-measure-list.pdf
49.	***Unit of Measure Description**	The basic description of the unit of measure being exchanged.
50.	**Total Line Costs**	The total cost for this line across all schedules (Original Line Cost plus any prior Modifications). This would be the sum of box 69 across all schedules.
51.	**Line Cost Funding Change for this Modification [Addition (+) or Reduction (-)]**	For Modifications that affect the Total Line Costs, indicate the addition (+) or reduction (-) amount in this field. This would be the sum of box 70 across all schedules. Note: We don't expect agencies to fill in data under the Original Base/Current Modification Total column for this field.
52.	**Total Modified Line Costs**	This would be the total in box 71.
53.	**Order Line Advance Amount**	The total amount of the advance for this Order line, summed by adding Schedule Amount(s) where Advance Payment Indicator is True. This would be the Original Order Line Advance amount plus any prior Modifications for all schedules included in the line.
54.	**Order Line Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]**	For Modifications that affect the Order Line Advance Amount, indicate the addition (+) or reduction (-) amount in this field.
55.	**Total Modified Order Line Advance Amount**	This is the Order Line Advance Amount (box 53) plus the Order Line Advance Amount Funding Change for this Modification (box 54).
56.	**Product/Service Identifier**	This is an optional field to capture additional identifier information and it may be agency specific. For example, DoD agencies may use the National Stock Number (NSN), or GSA customers may use a GSA item or service code.

57.	***Capitalized Asset Indicator (Servicing Agency Only)**	Specifies when the Servicing Agency considers the line item to be a capitalized asset. An item is capitalized when it is recorded as an asset, rather than an expense. This means that the expenditure will appear in the balance sheet, rather than the income statement. Agencies may have their own guidance for when items are capitalized. Select T (True) or F (False).
58.	**Item UID Required Indicator**	Specifies whether or not the item requires a unique item identifier (UII) marking. Select T (True) or F (False).
59.	***Type of Service Requirements**	**Non-Severable** services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance. Accordingly, non-severable services must be financed entirely out of the appropriation current at the time of award, even though performance may extend into future fiscal years. A service is non-severable if the service produces a single or unified outcome, product, or report that cannot be subdivided for separate performance in difference fiscal years. Examples include system design, building conversion or environmental study. **Severable** services mean services provided on an on-going, as needed, or recurring basis and that meet a need of the Government at the time they are delivered. When the need for a portion of recurring or continuing services arises in the fiscal year subsequent to the one in which the services were initially funded, that portion is severable and chargeable to appropriations available for obligation in the subsequent fiscal year. A service is severable if it can be separated into components that independently meet a need of the government. Examples include help-desk support, maintenance, or janitorial services, which are continuous and recurring in nature. Select one of the following: S (Severable), (NS) Non-Severable, or (NA) Not Applicable

SCHEDULE SUMMARY - Additional Lines/Schedules may be added using the + button after Box 116

(Additional Lines/Schedules may be added using the + button after Box 116. To add an additional schedule to an existing Order Line, use the '+' button after box 116 of the existing Order Schedule. Enter the same information for boxes 44-59 for the original Order Line, and add the new schedule information to boxes 60-116)

Note: For the Schedule Summary fields the form includes a separation for Original Base/Current Modification Total and New/Proposed Modification Total. Our intent here is to help agencies differentiate new Orders from modifications. Original (Base) Order data should be entered in the left column and proposed modification Order data should be entered in the right column. If multiple modifications occur, the newest proposed modification Order data should reflect in the right column and the current state data of the Order should reflect in the left column.

60.	***Schedule Number**	The sequential sub-line structure below an Order Line. It contains the 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. Note: This field may contain up to 5 numeric characters.
61.	**Advance Payment Indicator**	Controls whether the Schedule allows advances. Select T (True) or F (False).
62.	***Cancel Status (Schedule)**	This is the current status of a given Schedule Line. Select: A (Active) or C (Cancelled)
63.	***Schedule Unit Cost/Price**	The cost of each unit for this schedule (Original plus any prior Modifications).

64.	**Schedule Unit Cost/Price Funding Change for this Modification [Addition (+) or Reduction (-)]**	For Modifications that affect the Schedule Unit Cost/Price, indicate the addition (+) or reduction (-) amount in this field. Note: We don't expect agencies to fill in data under the Original Base/Current Modification Total column for this field.
65.	**Total Modification Schedule Unit Cost/Price**	This is the Schedule Unit Cost/Price (box 63) plus the Schedule Unit Cost/Price Funding Change for this Modification (box 64).
66.	***Order Schedule Quantity**	The total number of units for this schedule.
67.	**Order Schedule Quantity Change for this Modification [Addition (+) or Reduction (-)]**	For Modifications that affect the Order Schedule Quantity, indicate the addition (+) or reduction (-) in quantity in this field.
68.	**Net Modification Order Schedule Quantity**	This is the Order Schedule Quantity (box 66) plus the Order Schedule Quantity Change for this Modification (box 67).
69.	**Order Schedule Amount**	The total amount of this schedule (Original plus any Modifications). This is the Unit Cost (box 63) multiplied by Quantity (box 66).
70.	**Order Schedule Amount Funding Change for this Modification [Addition (+) or Reduction (-)]**	This would be (box 64 multiplied by box 66) + (box 65 multiplied by box 67). Note: We don't expect agencies to fill in data under the Original Base/Current Modification Total column for this field.
71.	**Total Modified Order Schedule Amount**	This is the Order Schedule Amount (box 69) plus the Order Schedule Amount Funding Change for this Modification (box 70).

SCHEDULE FUNDING INFORMATION

Note: This section captures required information documenting the funding information associated with an Order and will be used for settlement in IPAC. The funding information is also used for financial reporting to Treasury.

72.	***Agency Treasury Account Symbol (TAS)**	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format.
73.	***Agency Business Event Type Code (BETC)**	Up to an eight-character code that indicates the type of activity being reported (borrowing, repayment, offsetting collection, receipt, disbursement, etc.). It is used in combination with the TAS to determine the transaction effect on the fund balance with Treasury. Must accompany a TAS. Users will need to select the appropriate BETC based on whether they are the Requesting or Servicing Agency. For Buy/Sell transactions, the Servicing Agency will select the appropriate Collection BETC, which includes COLL, COLAVRCT, COLAVRAJ, COLUVRCT and COLUVRAJ. The Requesting Agency will select DISGF or DISNGF. For more information on the General Fund disbursement BETCs, please contact the General Fund group at GeneralFund@fiscal.treasury.gov
74.	**Object Class Code**	The Federal Government uses an Object Class Code to record its financial transactions according to the nature of the services provided or received when obligations first incur.

75.	**Additional Accounting Classification**	Details additional accounting information used by the Agencies for internal tracking. Note: This field may contain up to 320 alphanumeric characters.
76.	***Bona Fide Need (Requesting Agency Only)**	Requesting Agency to enter sufficient information to describe and support the transaction. Note: This field may contain up to 150 alphanumeric characters.
STANDARD LINE OF ACCOUNTING (SLOA) INFORMATION (Accounting Flex Field Values) To capture Agency Internal Accounting Note: SLOA Fields are formatted for use by DoD and follows Standard Financial Information Structure (SFIS); however, they may be used optionally by other trading partners to record additional information such as internal accounting strings.		
77.	**Accounting Classification Reference Number**	Enter the Requesting Agency Accounting Classification Reference Number (ACRN). The ACRN comprises the first of ten elements in a line of accounting. The two-digit ACRN identifies each separate line of accounting classification data on a document citing fund usage to ensure that the expenditure properly matches the corresponding obligation. Assign an ACRN to each line of accounting classification data starting with “AA.” When there is only one line of accounting classification data, the ACRN is “AA.” Assign alphanumeric ACRNs when alpha codes are exhausted. The alpha characters “I” and “O” are not used because these characters can be confused with “0” and “1.” Duplication of ACRNs does not occur within the same funding document. Note: This field may contain up to 2 alphanumeric characters.
78.	**Reimbursable Flag**	The Reimbursable Indicator is used to flag those expenditures incurred for a designated TAS account that are considered reimbursable to the account. R (Reimbursable) or D (Direct)
79.	**Federal Award Identification Number (FAIN)**	The Federal Award Identification Number (FAIN) is a unique number assigned to a financial assistance award by the awarding agency. This number will identify the award in several systems including: ASAP.gov, USASpending.gov, and Grants.gov. This number along with the Catalog of Federal Domestic Assistance (CFDA) Numbers will allow for more precise tracking of grant obligations and payments.
80.	**Unique Record Identifier (URI)**	An agency defined identifier that (when provided) is unique for every reported action. Note: This field may contain up to 70 alphanumeric characters.
81.	**Activity Address Code**	The Activity Address Code (AAC) is a six-character code used to identify an office in a uniform way across federal agencies. An office is the smallest Organizational unit in an agency with direct responsibility for awarding or funding most of the actions. The first two characters generally represent the department or independent agency.
82.	**Budget Line Item**	The Budget Line item is a 16-character alphanumeric code that further sub-divides the Treasury Account Fund Symbol appropriation, below the Budget Sub Activity Line. For military personnel, value is Budget Sub-Activity (BSA) plus Budget Line Item (BLI).

83.	**Budget Fiscal Year**	Enter the 4-digit year (Current Fiscal Year). The budget or financial year, as opposed to a calendar year. The U.S. Government's fiscal year runs from October 1 of the prior year through September 30 of the next year. For example, FY 2020 was from October 2019 through September 2020.
84.	**Security Cooperation**	Formerly Foreign Military Sales (FMS) Customer Code. Security Cooperation Customer represents the country receiving the product and/or service in the FMS transaction. Note: This field may contain up to 3 alphanumeric characters.
85.	**Security Cooperation Implementation Agency**	A single character alphabetical code which identifies the US Military Department or Agency which has negotiated or facilitated a foreign military sales (FMS) on behalf of the US Government. Most FMS cases are implemented by the Army (IA Code B), Navy (IA Code P) or Air Force (IA Code D)
86.	**Security Cooperation Case Designator**	Formerly known as FMS Case Identifier, the Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country. Note: This is an optional field that may contain up to 3 or 4 alphanumeric characters.
87.	**Security Cooperation Case Line Item Identifier**	The Security Cooperation Case Line Item Identifier is used to identify a detailed line item requirement contained within the (Letter of Offer and Acceptance).
88.	**Sub-Allocation**	Sub-Allocation Holder Identifies an Organization to which funds have been Sub-Allocated. Note: This field may contain up to 4 alphanumeric characters.
89.	**Agency Accounting Identifier**	The Agency Accounting Identifier Code identifies the accounting system responsible for recording the accounting event. The Agency Accounting Identifier Code is intended to be an accounting system identifier, and therefore must be assigned to only one accounting system. Note: This field may contain up to 6 alphanumeric characters.
90.	**Funding Center Identifier**	Funding Center is a clearly defined responsibility area within an Organizational unit to which budget authority is assigned. Note: This field may contain up to 16 alphanumeric characters.
91.	**Cost Center Identifier**	A Cost Center is a clearly defined responsibility area where costs are incurred. Note: This field may contain up to 16 alphanumeric characters.
92.	**Project Identifier**	A planned undertaking of work to be performed or product to be produced having a finite beginning and end. Note: This is an optional field that may contain up to 25 alphanumeric characters.
93.	**Activity Identifier**	An Activity is a series of events, tasks, or units of work that are linked to perform a specific objective. Note: This is an optional field that may contain up to 16 alphanumeric characters.

94.	**Disbursing Identifier**	The Agency Disbursing Identifier is assigned to each disbursing office by the Treasury Department. The Agency Disbursing Identifier is an identification number that indicates authority to receive and disburse public funds and issue checks on the United States Treasury. Note: This field may contain up to 8 alphanumeric characters.
95.	**Cost Element Code**	Cost Element is a classification of an Organization's revenues, expenses, or consumable resources. Cost Element Code only relates to primary cost. Cost Element Code does not relate to secondary cost which is identified as agency specific and not enterprise-level. Note: This is an optional field that may contain up to 16 alphanumeric characters.
96.	**Work Order Number**	Identifies an individual unit of work, batch, or lot of a distinct product or service. It assists in building the subsequent performance document and invoice. Note: This is an optional field that may contain up to 16 alphanumeric characters.
97.	**Functional Area**	Functional Area is a logical division of an Organization's business operations. It represents the Functions the Organization performs. Note: This is an optional field that may contain up to 16 alphanumeric characters.
98.	**Agency Security Cooperation Case Designator**	Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country.
99.	**Parent Award Identifier (PAID)**	The identifier of the procurement award under which the specific award is issued (such as a Federal Supply Schedule). Term currently applies to procurement actions only. Note: Used for Data Transparency Reporting.
100.	**Procurement Instrument Identifier (PIID)**	The unique identifier for each Contract, Agreement or Order. Note: Used for Data Transparency Reporting.
SCHEDULE SHIPPING INFORMATION Note: This section is used to capture shipping information at the schedule level.		
101.	**Ship to Address Identifier**	Identifier to note the endpoint of the shipment or the location the service is being performed.
102.	**Ship to Agency Title**	The name of the Receiving Agency at the ship to location.
103.	**Address 1**	1st address line associated with shipment
104.	**Address 2**	2nd address line associated with shipment
105.	**Address 3**	3rd address line associated with shipment
106.	**Ship to City**	The name of the city.
107.	**Ship to Postal Code**	The 5-digit (ZIP) code that geographically identifies individual Post Offices or metropolitan area delivery stations associated with every mailing address.
108.	**Ship to State**	The name of the state for shipment.
109.	**Ship to Country Code**	A code that identifies the country.

110.	**Ship to Location Description**	The Description of the Ship to Location.
111.	**Delivery/Shipping Information for Product Special Shipping Information**	Optional text field to include additional Shipping Information for the Delivery of Products. Enter specific information for shipping, shipping company, date/time, special instructions, etc.
112.	**Delivery/Shipping POC Name**	Optional text field to include the Point of Contact Name for additional Shipping Information on the Delivery of Products.
113.	**Delivery / Shipping Information for Product POC Title**	Optional text field to include the Point of Contact Title for additional Shipping Information on the Delivery of Products.
114.	**Delivery/Shipping Information for Product POC E-mail Address**	Optional text field to include the Point of Contact E-mail Address and Title for additional Shipping Information on the Delivery of Products.
115.	**Delivery/Shipping Information for Product POC Telephone Number**	Optional text field to include the Point of Contact Name and Title for additional Shipping Information on the Delivery of Products.
116.	**Agency Additional Information**	Optional text field to include any additional information or comments related to this Order not covered in other fields on the form. If including supplemental documents and/or attachments, those could be listed out in this field.
MODIFY ORDER Note: This section is used to document information about Modifications of the 7600B.		
117.	**Modification Date (yyyy-mm-dd)**	Enter the Modification Date for this Order. This should be the date the Modification is approved to be sent to the trading partner.
118.	**Brief explanation required for modifying this Order.**	Enter the Modification explanation for this Order.
CLOSE ORDER Note: This section is used to document information about closing an open or already approved 7600B.		
119.	**Closing Date (yyyy-mm-dd)**	Enter the Closing Date for this Order.
120.	**Brief explanation required for closing this Order prior to the original End Date resulting in early termination.**	Enter the Closing explanation for this Order.

REJECT ORDER Note: This section is used to document when rejecting a Draft Order or Draft Modification submitted by a trading partner.		
121.	**Rejection Date (yyyy-mm-dd)**	Enter the Rejection Date for this Order.
122.	**Brief explanation required for rejecting this Order prior to the original End Date resulting in early termination.**	Enter the Rejection explanation for this Order.
AGENCY POINT OF CONTACTS (POC) Note: This section is used to document the overall Trading Partner POCs for an Order.		
123.	***Agency POC Name**	Enter the name of any additional POC, as determined by each agency.
	***Agency POC E-mail Address**	Enter the email address any additional POC, as determined by each agency
	***Agency POC Phone No.**	Enter the phone number(s) of any additional POC, as determined by each agency
	Agency POC Fax No.	Enter the fax number of the POC, as determined by each agency
AGREEMENT APPROVALS		
FUNDING OFFICIAL Note: The Funding Official is typically a POC within the agency that can verify funding information associated with an Order is appropriately documented on the Order and can provide funding approval on behalf of their agency.		
124.	***Funding Official Name**	Enter the name of the Funding Official.
	***Signature**	This is the actual signature of the Funding Official on the Order.
	Funding Official Title	Enter the title of the Funding Official.
	***Funding official E-mail**	Enter the email address for the Funding Official.
	***Funding Official Phone No.**	Enter the telephone number(s) of the Funding Official.
	Funding Official Fax No.	Enter the fax number for the Funding Official.
	***Funding Official Date Signed (yyyy/mm/dd)**	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.
PROGRAM OFFICIAL Note: The Program Official is typically a POC within the agency program area that will provide final approval for the terms of the Order.		
125.	***Program Official Name**	Enter the name of the Program Official.
	***Signature**	This is the actual signature of the Program Official on the Order.
	Program Official Title	Enter the title of the Program Official.

	***Program Official E-mail**	Enter the email address for the Program Official.
	***Program Official Phone No.**	Enter the telephone number(s) of the Program Official.
	Program Official Fax No.	Enter the fax number for the Program Official.
	***Program Official Date Signed (yyyy/mm/dd)**	The Order becomes effective on the date it is signed by both the Requesting Agency and Servicing Agency Officials.
AGENCY PREPARER INFORMATION (Requesting Agency) Note: This section documents the information of the individual that initiated the Order from the originating partner.		
126.	***Name**	The name of the person who prepared the Order
	***Phone No.**	The phone number of the person who prepared the Order
	***E-mail Address**	The email of the person who prepared the Order