

CIRCULAR LETTER NO. 1079

September 22, 2021

TO: Budget Officers Accounting Officers
Printing and Publishing Officials of the Federal Government

SUBJECT: PART 2: Government Invoicing (GINV) - Information for U.S. Government Publishing Office (GPO) Customers

On September 11, 2020 GPO released the first Circular Letter No. 1057 of this series regarding G-Invoicing. Agencies may access the first Circular Letter at: [https://www.gpo.gov/how-to-work-with-us/agency/circular-letters/g-invoicing---information-for-us-government-publishing-office-\(gpo\)-customers-\(sep-2020\)](https://www.gpo.gov/how-to-work-with-us/agency/circular-letters/g-invoicing---information-for-us-government-publishing-office-(gpo)-customers-(sep-2020))

The purpose of GPO's GINV Circular Letters is to inform agencies that do business with the GPO about the upcoming implementation of the Department of Treasury's Bureau of the Fiscal Service initiative regarding the mandatory use of GINV. GPO requests that you share this information internally with all personnel involved in obligating, ordering, and authorizing payments for services and products from GPO. Coming soon, Circular - PART 3: *How will G-Invoicing (GINV) Impact Agencies Doing Business with GPO?*

Q. Will my agency be required to use GINV when doing business with GPO?

A. Agencies currently using the Intra-governmental Payment and Collection (IPAC) system for processing Collection/Disbursement transaction types will be required by Treasury to be fully implemented in GINV.

Q. What is the current Treasury implementation date for GINV?

A. Agencies are expected to enter new Orders into GINV by October 1, 2022. This includes Orders with a period of performance beginning October 1, 2022 or later.

Q. What is the Buy/Sell Transaction Lifecycle in GINV?

A. There are four stages in GINV:

- a. Stage 1: Negotiate and Accept General Terms and Conditions (GT&C) Agreements (Form 7600A)
- b. Stage 2: Broker Orders (Form 7600B)

- c. Stage 3: Exchange of Performance Information
- d. Stage 4: Settlement of Funds Through IPAC

Q. What is a GT&C Agreement (Form 7600A)?

A. The GT&C is the exchange of information between the Ordering Agency (Buyer/Agency) and the Performing Agency (Seller/GPO) before trading partners can broker Orders. This information includes contacts, agreement period (i.e., dates), roles and responsibilities. It also sets certain parameters and criteria that will apply to the subsequent referenced Orders. Both parties must approve the GT&C, after which the agreement becomes open for Orders.

Q. What is a Broker Order (Form 7600B) on an Agreement?

A. The Order identifies the specific requirements for the expected delivery of performance of publishing and related services and provides required funding information. Once both parties provide the required data, an Order can be approved.

Q. What is Exchange of Performance Information?

A. Exchange of performance information is the completion of an Order in GINV. Performance exchange serves two purposes: (1) It informs the Buyer/Agency that an accounting entry has been reflected by the Seller/GPO, and (2) It triggers a settlement that transfers funds from one Treasury account to another.

Q. How does Settlement of Funds occur?

A. Fund settlement occurs upon completion of the Performance Transaction. Agencies will no longer manually create IPACs or submit bulk files to the IPAC system for Buy/Sell transactions. GINV will create the IPACs on the agency's behalf.

Q. What should agencies do between now and October 2022?

A. Speak with your agency's GINV Planning and Implementation Team soon to understand how your agency will be adopting this new platform. If you require assistance identifying your agency's Team, email the Treasury Bureau of Fiscal Service at IGT@fiscal.treasury.gov. Also, review the GINV: Rules of Engagement at: <https://fiscal.treasury.gov/files/g-invoice/g-invoicing-rules-of-engagement.pdf>

Contact the GPO Implementation Team at GINV@gpo.gov if you have questions about how your agency and GPO can successfully transition agreements to this new Treasury process.

As a courtesy to our valued customers and to keep you informed, GPO will continue providing updates and additional information regarding GINV.

Sincerely,

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