UNITED STATES GOVERNMENT
GENERAL TERM & CONDITIONS (GT&C)
INSTRUCTIONS for FS Form 7600A
** Instructions below were modified for agreements with
~~DLA Troop Support, Construction and Equipment.~~

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 FS Form 7600A are denoted by 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

NEW OR MODIFIED GT&C	
^{G} **General Terms and Conditions (GT&C) Number**	The unique agreement number that must be established between the Requesting Agency and Servicing Agency which will track each GT&C from the origination through the completion or termination.
	This is a 20 character value (including hyphens) generated by the G-Invoicing application. Example: AYYMM-(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 Agency Agreement 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 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 should be listed under the Agency Agreement Tracking Number fields.
*Agency Agreement Tracking Number	The internal tracking number for the GT&C. This number is generated and maintained by each Agency's internal system. Agencies are required to use this field to associate their own GT&C numbers with the G-Invoicing GT&C.
	Note: Many Agencies use this number as a reference in their systems to quickly identify a GT&C if issues need to be analyzed and resolved.
^{G} **Modification Number**	The unique number that identifies a modification to the GT&C. The modification number is generated by G-Invoicing and added to the end of the GT&C number after the decimal. This incrementally increases after each modification.
	Note: For a new GT&C, the modification number will be 0.
	Until your Agency transitions to G-Invoicing, please increment 1 number for any modifications.
	Authorization of a modification to the GT&C requires approvals by both the Requesting and Servicing Agencies.
^{G} **Status**	Select the current status of the GT&C from the drop-down selection box.

DEPARTMENT AND/OR AGENCY INFORMATION		
1.	*Agency Name	Enter the G-Invoicing Agency 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 7600A 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.
	*Group Name	Enter the unique name for the selected Organizational group available in G-Invoicing. Until your Agency transitions to G-Invoicing, please include a list of the entities within your Agency that will reference this GT&C on applicable orders.
		Note: Once in G-Invoicing, if the Document Inheritance Indicator is set to Yes then all groups listed here can access the GT&C.
	^G Group Description	The description associated with the group name selected above is populated by G-Invoicing.
	^G Requesting Document Inheritance Indicator	The Document Inheritance Indicator (DII) identifies whether descendant organizational groups are allowed to view a document in G-Invoicing below the Primary Group entering into the GT&C. The default is set to Yes for both Servicing and Requesting. Servicing Agency can't update Requesting Agency DII.
		Note: This is a field not currently available in G-Invoicing and is anticipated to be added with Release 4.1. This field is not required until transitioning to G-Invoicing.
		Select Yes (Y) or No (N)
	^G Servicing Document Inheritance Indicator	The Document Inheritance Indicator (DII) identifies whether descendant organizational groups are allowed to view a document in G-Invoicing below the Primary Group entering into the GT&C. The default is set to Yes for both Servicing and Requesting. Requesting Agency can't update Servicing Agency DII.
		Note: This is a field not currently available in G-Invoicing and is anticipated to be added with Release 4.1. This field is not required until transitioning to G-Invoicing.
		Select Yes (Y) or No (N)
	*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).
		Note: One to many ALC's may be listed in this field.
	ALC Description	This is the description of the ALC for a federal agency buying/selling goods and/or services that is generated by G-Invoicing. Until your Agency transitions to G-Invoicing, please locate the appropriate ALC description in the Shared Accounting Module. Please locate the appropriate description in the Trading Partner Directory in OMB Max. This is the Organization Name plus the Suborganization Name.
		Note: One to many ALC descriptions may be listed in this field. This will require OMB Max access.

	Requesting Subordinate Group	A unique and recognizable name for an Organizational group that is allowed to use another group's GT&C. This should not include groups that will inherit access to the GT&C through the Document Inheritance Indicator being set to Yes. Note: This is an Optional Field not currently available in G-Invoicing and is anticipated to be added with Release 4.1. This field is not required until transitioning to G-Invoicing. This field is limited to 50 groups. Each group name is limited to 100 alphanumeric characters.
	Servicing Subordinate Group	A unique and recognizable name for an Organizational group that is allowed to use another group's GT&C. This should not include groups that will inherit access to the GT&C through the Document Inheritance Indicator being set to Yes. Note: This is an Optional Field not currently available in G-Invoicing and is anticipated to be added with Release 4.1. This field is not required until transitioning to G-Invoicing. This field is limited to 50 groups. Each group name is limited to 100 alphanumeric characters.
	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.
	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.
	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.
**GT&C AGREEMENT INFORMATION**
2.	***GT&C Title**	The descriptive name given to any GT&C by a Requesting or Servicing Agency.
3.	^G **Order Originating Partner Indicator**	The Order Originating Partner Indicator identifies the trading partner that first introduces Orders to G-Invoicing under the GT&C agreement. Each GT&C only allows either the Requesting Agency (R) or the Servicing Agency (S) to initiate the corresponding Orders, but not both. Note: This is a field not currently available in G-Invoicing and is anticipated to be added with Release 4.1. Until that point, this field is not required. Select either Requesting Agency (R) or Servicing Agency (S).
4.	***Agreement Period**	Agreement Start Date - Enter the date (yyyy/mm/dd) when the GT&C will begin. Agreement End Date – Enter the date (yyyy/mm/dd) when the GT&C will end. Note: This does not equate to the funding period of availability nor the end of lagged billing. This is the period that defines when all goods and/or services will be delivered. All Orders and all Performance Transactions will be bound by these Agreement Dates. Maximum agreement period is nine (9) years.

5.	**Termination Days**	Enter the number of days the GT&C requires written notice for termination by either the Requesting Agency or Servicing Agency.
6.	***Agreement Type**	Identifies whether this GT&C will support one (Single) Order or more than one (Multiple) Orders.
		Select the 'Single Order' checkbox if this is a one-to-one relationship in which there is only one Order for the GT&C. For single order agreements through SOE or F&ESE TLS program, please provide Load Batch number
		Select the 'Multiple Orders' checkbox if this is a one-to-many relationship in which there is more than one Order for the GT&C.
7.	***Advance Payment Indicator**	Identifies whether Advance Payments are allowed for the Order(s) supporting this GT&C. Select the 'Yes' checkbox if Advance Payments are allowed for any or all of the subsequent Order(s).
		Note: If 'Yes' is selected, the Servicing Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C.
		✓ Select the 'No' checkbox if Advance Payments are not allowed for the subsequent Order(s). For DLA Troop Support agreements, this must remain checked as "No".
8.	***Assisted Acquisition Indicator**	Identifies whether the GT&C will accommodate Assisted Acquisitions. The Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Select the 'Yes' checkbox if the GT&C will accommodate Assisted Acquisitions.
		Note: If 'Yes' is selected, items 17 and 18 may be completed to provide further detail. Select the 'No' checkbox if the GT&C will not accommodate Assisted Acquisitions.
		For DLA Troop Support agreements, this must remain checked as "No"; DLA does not consider its purchases on behalf of authorized customers to be assisted acquisitions.
	ESTIMATED AGREEMENT AMOUNT	
9.	**Total Direct Cost Amount**	Enter the total agreed-upon direct cost amount for providing the products and/or services.
		Note: This amount must be greater than or equal to $0.00
	Total Overhead Fees and Charges Amount	Enter the total agreed upon overhead fees and charges for providing the products and/or services above and beyond direct costs.
	***Total Estimated Amount**	This is a calculated field that adds Total Direct Cost plus the Total Overhead Fees and Charges Amount. The Total Estimated Amount does not represent any reportable obligations or receivables. This is an agreed upon estimated/projected amount for the duration of the agreement. Agencies may or may not choose to enforce this amount. Actual amounts will be captured on the 7600B form. This is a required field.
	G Enforce Total Remaining Amount	Identifies if G-Invoicing should enforce the total value of orders to remain below the Total Amount on the GT&C. If "Yes" is selected, G-Invoicing will not allow Order total to exceed the GT&C total. This is an optional field for Agreements outside of G-Invoicing.

	ADDITIONAL AGREEMENT INFORMATION	
10.	**Explanation of Overhead Fees and Charges**	This is a general explanation of how the overhead fees and charges are calculated.
		This provides helpful information to the Requesting Agency on the cost of the overhead/fees which they are required to pay within their reimbursable agreement, especially if an agency cannot specifically break out the fees from the direct costs.
		Note: This field may contain up to 4000 alphanumeric characters.
11.	**Requesting Scope**	Enter the high-level scope of the work to be performed under this GT&C for all related Orders. Specific details about what is being purchased and related funding is captured on each Order.
		Note: This field may contain up to 4000 alphanumeric characters.
12.	**Requesting Roles**	Enter the respective roles and responsibilities that the Requesting Agency must carry out to ensure the effective management and fulfillment of GT&C requirements.
		Note: This field may contain up to 4000 alphanumeric characters.
13.	**Servicing Roles**	Enter the respective roles and responsibilities that the Servicing Agency must carry out to ensure the effective management and fulfillment of GT&C requirements. Note: This field may contain up to 4000 alphanumeric characters. DLA populated language must remain relative to the DWCF.
14.	**Restrictions**	Enter the unique requirements and/or mission specific restrictions related to the GT&C. Note: This field may contain up to 4000 alphanumeric characters. DLA populated language must remain relative to the Socioeconomic credit.
15.	**Assisted Acquisition Small Business Credit Clause**	This should remain as N/A for DLA Troop Support agreements as this is not an Assisted Acquisition
16.	**Disputes**	Note: This is a static text field that does not require data entry.
17.	**Requesting Assisted Acquisitions**	This should remain as N/A for DLA Troop Support agreements as this is not an Assisted Acquisition.
18.	**Servicing Assisted Acquisitions**	This should remain as N/A for DLA Troop Support agreements as this is not an Assisted Acquisition.
19.	**Requesting Clauses**	Enter any additional Requesting Agency provisions of the agreement. This field is used to capture more detail for the GT&C.
		Note: This field may contain up to 4000 alphanumeric characters.
20.	**Servicing Clauses**	Enter any additional Servicing Agency provisions of the agreement. This field is used to capture more detail for the GT&C. Note: This field may contain up to 4000 alphanumeric characters. DLA populated language must remain, this covers all programs of support in the C&E supply chain.

21.	**Agency Additional Information**	Additional, optional text field to include any information related to this GT&C not covered in other areas of the form. If including supplemental documents and/or attachments, those could be listed out in this field. Note: This field may contain up to 255 alphanumeric characters. This information can be included in the application by way of an attached file. There is no data field in the G-Invoicing application to capture this information.

MODIFY GT&C		
22.	**Modification Comments (If Applicable)**	Enter an effective modification date for the GT&C (yyyy/mm/dd) Enter any comments associated with why the GT&C has been modified.

CLOSE GT&C		
23.	**Closing Comments (If Applicable)**	Enter an effective closing date for the GT&C (yyyy/mm/dd) Enter any comments associated with why the GT&C has been closed.

REJECT GT&C		
24.	**Rejection Comments (If Applicable)**	Enter an effective rejection date for the GT&C (yyyy/mm/dd) Enter any comments associated with why the GT&C has been rejected.

PREPARER INFORMATION		
25.	***Preparer Name**	Enter the name of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.
	*Preparer Phone	Enter the phone number of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.
	*Preparer Email	Enter the email address of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.

AGREEMENT APPROVALS		

By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s).

REQUESTING/SERVICING INITIAL APPROVALS		
26.	***Approver's Name**	Enter the name of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	*Signature	This is the actual signature of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	Title	Enter the title of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	*Email	Enter the email of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	*Phone	Enter the phone number of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	Fax	Enter the fax number of the Requesting/Servicing Agency's official Initial Approver of the GT&C.
	*Date (yyyy/mm/dd)	Enter the date the Requesting/Servicing Agency's official Initial Approver signed the GT&C.

For agreements with DLA Troop Support, Block 26 & 27 should be signed by the Requesting Activity prior to submitting to DLA. Please be advised the GT&C document does not constitute submission of an order. Agreements will be signed at DLA Troop Support Command level, with a standard processing time of three (3) to four (4) weeks. Questions and agreements can be directed to CEGTC@dla.mil

	REQUESTING/SERVICING FINAL APPROVALS	
27.	***Approver Name**	Enter the name of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	*Signature	This is the actual signature of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	Title	Enter the title of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	*Email	Enter the email of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	*Phone	Enter the phone number of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	Fax	Enter the fax number of the Requesting/Servicing Agency's official Final Approver of the GT&C.
	*Date (yyyy/mm/dd)	Enter the date the Requesting/Servicing Agency's official Final Approver signed the GT&C.