



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

PROCUREMENT MEMORANDUM 2022-05

ACTION

MEMORANDUM FOR: Heads of Operating Units
Chief Financial Officers
Senior Bureau Procurement Officials

FROM: Olivia J. Bradley
Senior Procurement Executive and
Director for Acquisition Management

SUBJECT: Use of the G-Invoicing System for Inter and Intra-agency
Agreements

Background

Financial Management Memorandum entitled *Implementation of G-Invoicing System* was signed on September 13, 2022. This memorandum requires the use of the Government Invoicing (G-Invoicing) system for the Department of Commerce (DOC). G-Invoicing is the long-term sustainable solution to improve the quality of Intragovernmental Transactions (IGT) Buy/Sell data and reporting challenges by providing a common platform for brokering all IGT Buy/Sell activity, implementing a Federal IGT Buy/Sell Data Standard, and providing transparent access to a common data repository of brokered transactions.

Purpose

The purpose of this memorandum is to supplement the [U.S. Department of Commerce Agreements Handbook](#) and Chapter 1317.570 of the Commerce Acquisition Manual (CAM) to implement the requirement to use the G-Invoicing system for processing inter and intra-agency agreements.

Actions

Departmental Offices and Operating Units shall utilize the G-Invoicing system to create the documentation for and record the approvals of inter or intra-agency agreements. Documentation to be created in the G-Invoicing system includes the General Terms and Conditions (Form 7600A) governing the overall relationship between the trading partners and Orders (Form 7600B) which, upon approval by both trading partners, creates a fiscal obligation on the part of the requesting trading partner and details the necessary product/service requirements to be provided by the servicing trading partner.

Approval of General Terms and Conditions and Orders in the G-Invoicing System constitutes an electronic signature in accordance with Public Law 106-229, The Electronic Signatures in Global and National Commerce Act. Accordingly, approvals recorded in the G-Invoicing system must be by an authorized official as

identified in CAM Chapter 1317.570 or other DOC, Bureau, local policy, procedure, or other form of delegation of authority for the specific type of transaction¹. Approvers shall have the appropriate role/permission assigned to them in the G-Invoicing system as shall any authorized alternate approvers within an organization. The approver role in the G-Invoicing system is considered an inherently governmental function as defined by section 5 of the Federal Activities Inventory Reform (FAIR) Act of 1998, Public Law 105-270, and must be performed by Federal Government employees. Contractors shall not be used for performance of this role.

Where the procedures dictated by the Bureau of the Fiscal Service for use of G-Invoicing conflict with instructions for use of forms in the DOC Agreements Handbook or CAM Chapter 1317.570, the Bureau of the Fiscal Service procedures will take precedence.

Effective Date

This Procurement Memorandum is effective immediately and applies to any inter or intra-agency agreement with a period of performance beginning October 1, 2022, or later.

The effective date for "in-flight" Orders is October 1, 2023. This includes the conversion of General Terms and Conditions and Orders executed outside the G-Invoicing system prior to October 1, 2022, with an open balance and a period of performance commencing before October 1, 2022, and extending beyond September 30, 2023.

This procurement memorandum remains in effect until rescinded or incorporated into the DOC Agreements Handbook and/or CAM.

Questions

Please direct any questions regarding this Procurement Memorandum [OAM Mailbox@doc.gov](mailto:OAM_Mailbox@doc.gov). For questions regarding the G-Invoicing system contact the agency administrator at CSC-GINVInternal@doc.gov.

¹ Supplemental procedures for DOC agreements shall be reviewed by the Office of Acquisition Management prior to their issuance in accordance with the DOC Agreements Handbook (Page 21).